

LOCAL EMERGENCY MANAGEMENT & AIRPORT EMERGENCY COMMITTEE

Agenda for Meeting to be held on Monday 8 June 2020

**Shire OF
Wiluna**



NOTICE OF LOCAL EMERGENCY MANAGEMENT & AIRPORT EMERGENCY COMMITTEE MEETING

A meeting of the Local Emergency Management & Airport Emergency Committee will be held on **Monday 8 June 2020, commencing at 3.00pm** by Video Conference.

<https://zoom.us/j/91782842058>

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- Wiluna Safety Management Systems Manual Version 9 – April 2020

LOCAL EMERGENCY MANAGEMENT & AIRPORT EMERGENCY COMMITTEE

Agenda for Meeting to be held on Monday 8 June 2020

AGENDA:

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE and APOLOGIES

Attendance:

Warren Olsen	(Acting CEO – Shire of Wiluna)
Ane Koroicure	(Councillor - Shire of Wiluna)
Brad Beaman	(Wiluna Bush Fire Brigade)
Brendon Corry	(Rosslyn Hill)
Peter Grundy	(Councillor – Shire of Wiluna)
Julie Randal	(AMS Australia)
Leon Mussell	(Jundee)
Matt Masters	(Jundee)
Michael Combes	(Matilda Gold – Blackham Resources)
Mark Strickland	(Area Officer Murchison – DFES)
Sardar Khan	(Network Manager – Main Roads WA)
Shane Salvini	(Jundee)
Simon Cook	(Maintenance Manager – Main Roads WA)
Stephen Clarke	(OIC - Wiluna Station – WA Police)
Susan Trigwell	(Principal – Wiluna Remote Community School)
Travis Burrows	(Executive Manager – Salt Lake Potash)
Karen Court	(Policy & Compliance Manager – NAHS)
Yvette Grigg	(Dept of Fire and Emergency Services)
Robert Wiles	(Manager of Works – Shire of Wiluna)
Julie Greatbatch	(Administrative Assistant – The Shire of Wiluna)

Apologies

Keith Shaw	(District Emergency Service Officer Murchison Dept of Communities)
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3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Report from the LEMAEC meeting held on the 3 February 2020

LOCAL EMERGENCY MANAGEMENT & AIRPORT EMERGENCY COMMITTEE

Agenda for Meeting to be held on Monday 8 June 2020

4. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- a) The Wiluna Aerodrome Full-Scale Emergency Exercise was deferred due to the COVID-19 pandemic crisis. The Shire self-reported to CASA (letter attached). Now that the pandemic is somewhat abated and the restrictions are being lifted, we should set a date for a (belated) Full Scale Emergency Exercise.
- b) Do we wish to have a Desktop Pandemic Exercise later this year? If so, can we set a date for planning purposes?
- c) The LEMAEC meeting scheduled for 4 May was rescheduled to this meeting. Although the SEMC has approved for Local Emergency Management Committees not to have quarterly meetings (letter attached), there is probably no reason why meetings could not be held on 3 August and 2 November. In fact, holding meetings by Zoom makes it a lot easier for everyone to participate.

5. Report of the Local Emergency Controller

6. Review of Aerodrome Safety Management System Manual

The Wiluna Aerodrome Safety Management System Manual (attached) has recently been reviewed. In its role as the Aerodrome Emergency Committee, this committee must approve the changes.

Recommendation:

That, subject to the following amendments (any amendments identified by the committee) the version 9 changes to the Wiluna Aerodrome Safety Management System manual be approved.

7. GENERAL BUSINESS

7.1 Discussion regarding the current COVID-19 pandemic emergency

- Social Distancing
- Hand Hygiene & Sanitising
- Travel Restrictions (Phase 3)
- Staying at Home
- Reintroducing community activities
- Loss of flights

8. CLOSURE OF MEETING

Local Emergency Management & Airport Committee Meeting Minutes
3 February 2020



Minutes

The Minutes of the Local Emergency Management & Airport Committee held on **Monday 3 February 2020, commencing at 4.00pm** in the Training Room at the Shire Administration Building at 70 Wotton Street

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APPENDICES

- Minutes LEMC Meeting 11 November 2019

**Local Emergency Management & Airport Committee Meeting Minutes
3 February 2020**

AGENDA:

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson welcomed everyone with the meeting opening at 4.03pm

2. RECORD OF ATTENDANCE and APOLOGIES

Attendance:

Colin Bastow	(CEO – Shire of Wiluna)
Mark Strickland	(Area Officer Murchison – DFES)
Wade Robins	(Wiluna Station – WA Police)
Travis Burrows	(Executive Manager – Salt Lake Potash)
Leon Mussell	(ERT Coordinator – Northern Star Resources)
Susan Trigwell	(Principal – Wiluna Remote Area School)
Julie Greatbatch	(Administration Assistant – Shire of Wiluna)
Noela Crowley	(Dept of Communities – Child Protection)
Colin Rushby	(H S E & Community Superintendent)

Apologies

Keith Shaw	(Department of Communities)
Ane Koroicure	(Councillor – Shire of Wiluna)
Wade Bloffwitch	(Emergency Capacity Manager – NAHS)

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Minutes of the LEMAC meeting held on the 11 November 2019

MOVED TRAVIS BURROWS

SECONDED COLIN RUSHBY

That the minutes of the LEMAC meeting held 11 November 2019 be confirmed.

CARRIED

Local Emergency Management & Airport Committee Meeting Minutes
3 February 2020

4. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- 4.1 Agreed Dates for 2020
3 February
4 May
3 August
2 November

It was agreed that the above dates were acceptable for the future meeting dates.

5. INFORMATION REPORTS FROM CEO

6. GENERAL BUSINESS

- 6.1 Wiluna Aerodrome Full-Scale Emergency Exercise – 2020

It was agreed after general discussion that the potential dates for the Full-Scale Emergency Exercise for 2020 be held on a Friday, with Julie to send out potential dates, excluding the 24 March to the 22 April

- 6.2 Consider another date for the Desk Top Exercise – Pandemic

It was agreed after general discussion that the Desk Top – Pandemic could be run in the second half of the year.

7. CLOSURE OF MEETING

The Meeting was closed at 4.15 pm



6 April 2020

Civil Aviation Safety Authority
PO Box 2005
CANBERRA ACT 2601

Dear Sirs/Madams

Wiluna Aerodrome Self-Reporting Non-Compliance (Emergency Exercise)

Due to COVID 19 (Coronavirus) social distancing and self-isolation precautionary measures that are currently in place in Western Australia, the Shire of Wiluna, as the Wiluna Aerodrome Certificate Holder, are self-reporting non-compliance to our AEP by postponing our Full-Scale Emergency Exercise to a later date.

In addition, the current health emergency is causing increased workloads for the local external emergency response agencies which currently have higher priorities dealing with the real emergency.

The Shire of Wiluna will therefore postpone the exercise until after the current pandemic.

We will send an email to the Aerodrome Emergency Committee to inform them of any changes.

The Shire of Wiluna will appreciate any guidance or advice that you may be able to provide on the matter.

Yours faithfully

Warren Olsen
Acting Chief Executive Officer



Government of **Western Australia**
State Emergency Management Committee

Our Ref: 20/074088
Enquiries: SEMC Business Unit
Telephone: (08) 9395 9771
Email: info@semc.wa.gov.au

Dear Chairs, Executive Officers and Members,

As you are no doubt aware, the impacts of COVID-19 have been wide-ranging and have resulted in a number of delays and interruptions to SEMC Committees, projects, and activities.

The WA Department of Health and many other public and private sector authorities have been occupied in their response to this outbreak and are working closely with the Commonwealth and other State and Territory governments to respond and contain the outbreak.

The Coronavirus outbreak is impacting all sectors of the community and the WA Government is diligently working to keep WA's response proactive and minimise its impact on the community and economy of WA.

Western Australian Government agencies have established teams to respond to COVID-19 at the State, organisational, district and local levels. There are significant human resources being used to coordinate and deliver this response with most of these resources coming from within the Emergency Management Sector; who are normally engaged in SEMC Committees, projects and activities. In acknowledgement of the current pressure on the sector, the SEMC have approved the following measures:

Grants

The SEMC has resolved that:

- No status reporting on Grants will be required for the period ending 30 March 2020.
- No variances are required for requests that seek to extend project timeframes. Revised timeframes should be communicated via progress reports in July 2020 and will be formalised when the environment is more certain.
- Variances to budget, KPI's and outcomes will be assessed on a case by case basis in accordance with the Governance Register.

Subcommittee and Reference Group Meetings

- *State EM Preparedness Procedure 20 requires Subcommittee and Reference Groups to hold three regular meetings per year.*

SEMC has approved Subcommittee and Reference Groups not complying with the above Procedure with postponement of meetings until further notice. Noting that most members will be involved in response and/or recovery committees at the various levels.

District Emergency Management Committee and Local Emergency Management Committee Meetings

- *State EM Preparedness Procedure 6 requires DEMCs to meet at least twice yearly.*
- *State EM Preparedness Procedure 7 requires LEMCs to meet quarterly.*

SEMC has approved District Emergency Management Committees and Local Emergency Management Committees not complying with the above Procedures until further notice. Noting that most members will be involved in response and/or recovery committees at the various levels. SEMC recognise these committees provide a critical forum for cross sector and whole of community discussions, particularly at the local level. Committees may meet if there is a need or desire.

Emergency Preparedness Report

The SEMC has resolved to delay the emergency preparedness survey for HMA, local governments and other emergency management agencies (subject to a suitable survey release date). The situation will continue to be revised by SEMC and adequate notice given to all participants when the survey is released. Considerations to release the survey will balance availability of the sector, other reporting and legislative milestones and quality of data. A shortened version of the Emergency Preparedness Report will be provided to the Minister, taking into account emergency management sector pressures. Depending on the timing of the survey, the Preparedness Report may/or may not include survey data results.

State Risk Project

The SEMC approved phase 5 of the project but noted that as Phase 5 supports works across all agencies and all hazards (including pandemic) it may be prudent to modify the tempo and order of the work program to provide best support to COVID19 activities.

Annual Reports

The SEMC resolved that:

- There will be no consequences for LEMCs that don't submit an annual report.
- No annual reports are required from DEMC's, Subcommittees or Reference Groups. The Chairs and Executive Officers, will however, be required to approve relevant draft content for inclusion in the SEMC annual report.
- The SEMC will submit an annual report, albeit in a reduced format.

State Exercise Transition project

The SEMC resolved that:

- Planning for the State Exercise, currently scheduled for 2022 is put on hold.
- Roll out of transition materials to the EM sector is by way of a soft launch only, with materials to be uploaded to the SEMC website but no further delivery.

Policy

The SEMC has resolved that:

- Scheduled stakeholder consultation on draft amendments to the State EM Framework is to be delayed with only matter of fact changes to be made to Policy over this period as the sector cannot be fully consulted at this time.
- The 2020 revision dates for the following State Hazard Plans have been deferred:
 - Maritime Environmental Emergencies
 - Tsunami, and
 - Animal and Plant Biosecurity
- The amalgamation and development of the remaining Westplans into State Hazard Plans is put on hold.
- The development of the new State Hazard Plan – Hostile Act is to be delayed.
- The review and development of suspended State Hazard Plans will be reviewed at future SEMC meetings, as further extensions may be required.
- Any urgent State EM Framework (policy, plan, procedures) amendments, endorsements, approvals, will be facilitated via out of session meetings with the relevant Subcommittee or Reference Group.

An array of additional projects and other activities are likely to be impacted. Any further impacts will be relayed to SEMC at its next meeting.

Please contact the SEMC Business Unit (08 9395 9771 or info@semc.wa.gov.au) if you have any questions in relation to the changes that the SEMC has agreed to implement to ease the burden on the EM Sector during this COVID-19 emergency.

Yours sincerely,



Dr Ron F Edwards

CHAIR

STATE EMERGENCY MANAGEMENT COMMITTEE

01 May 2020



***Safety Management System
Manual
Wiluna Aerodrome***

Version 98

1.1. Wiluna Aerodrome

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2. Revisions

Version	Issue Date	Revision Details	SMS Document Controller	Checked By	Approval
1	19/1/2010	Issued for use	Samantha Tarling	Samantha Tarling	N/A
2	15/10/2012	Updated format and content including Shire Risk Policy Reviewed for currency and correct Risk Register updated	Kate Johnstone	Tony Doust	N/A
3	21/01/2013	Updated format and included changes as per Draft AC139-16(1)	Kate Johnstone	Tony Doust	<hr/> Tony Doust CEO
4	15/11/2013	Updated footer changes, updated section 2.2 Safety Policy, Section 3.2 updated safety observation terminology, Section 3.3 updated CEO responsibilities, Section 3.4 updated compliance officer role, Section 3.5 updated Aerodrome Safety Manager role Section 4.1 – updated SMS Committee member details, Changed Section 5.2 Risk Matrix, added Executive Management definition in the abbreviations section	<hr/> Rod Liversidge	<hr/> Andrea Nunan	<hr/> Andrea Nunan CEO

Version	Issue Date	Revision Details	SMS Document Controller	Checked By	Approval
6	12/03/14	S 2.2, 3.2 and 5.1 Including reference to Staff Training Plan	<i>Andrea Nunan</i>	<i>Andrea Nunan</i>	<i>Andrea Nunan</i>
7	10/04/18	3.2 Updated Safety Policy Added 4.3 CEO responsibilities amended 4.4 Compliance Officer replaced by EMTS 5.1 Safety committee members details updated 5.3 SMS Committee Meeting Agenda Points added 6.1 Removed implementation of aerodrome staff training plan 6.2 Risk Matrix added 6.5 Job Safety and Environmental Analysis Worksheet added 6.6 Take 5 assessment books added 6.7 Amended to Change Management 6.7.1 Management of Change Considerations added 7. Current Risk Register amended 8. Renamed Hazard and Incident Reporting System 8.2 Incident Reporting Methods added 9.1 KPI's amended 10.1, 10.2, 10.3, 10.4 amended 12. Third party management added 13.3 Supporting documentation added 13.3.1 Amended to show location of Hazard Reporting Form 14.3 Safety Communication added 4.1 Organisational structure amended	Leon de Swardt	Angela Hoy	Colin Bastow CEO
8	24/07/19	EMTS reference removed Robert Wiles added to Committee	Leon de Swardt AD Manager	DCEO Warren Olsen	Colin Bastow CEO

9	20/04/20	3.1, 4.3, 5.1 Aerodrome Management Committee added, 5.1 Added Warren, Tevita, Jone and Nadia, Removed Colin, Leon 5.2 SMS meeting schedule updated to twice a year 6.5 Update to reflect Take 5 Assessment Books 13.3 Updated forms 13.3.2 Added Incident Report Form 14.1 Updated to review twice a year	Nadia Somers AD Manager/ Manual Controller	Kavoa Dakunimata - Assets Infrastructure Officer Robert Wiles - Works Manager	Warren Olsen Shire of Wiluna DCEO
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All/any reviews or amendments to this Plan must contain approval by the Document Controller and the Aerodrome Operator in consultation with the Aerodrome Management Committee. Any revisions or amendments without an approval will not be accepted.

3. Introduction

3.1. Authority

The persons responsible for approving this document shall be the Wiluna Shire CEO in consultation with the Aerodrome Management Committee. By approving this document, the Chief Executive Officer and the Aerodrome Management Committee supports all policies and procedures comprised within this document, including the safety policy stated in section 3.2.

3.2. Safety Policy



Occupational Safety and Health Policy

We at the Shire of Wiluna believe that the safety, health and well-being of people employed at work, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf.

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace
- provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- involve employees and subcontractors in the decision-making process through regular communication and consultation
- ensure employees and subcontractors identify and control risks in the workplace
- consider OSH in project planning and work activities

The success of our OSH performance depends on:

- the commitment of all persons
- allocation of resources to achieving the policy objectives
- planning work activities with due consideration given to OSH
- undertaking the risk management process in an effective manner
- communicating and consulting with our workers and contractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and contractors working on our behalf.

Adopted by the Council this 22nd day of February 2017.

Endorsement:

Name: Colin Bastow
Acting CEO
Date: 27 February 2017

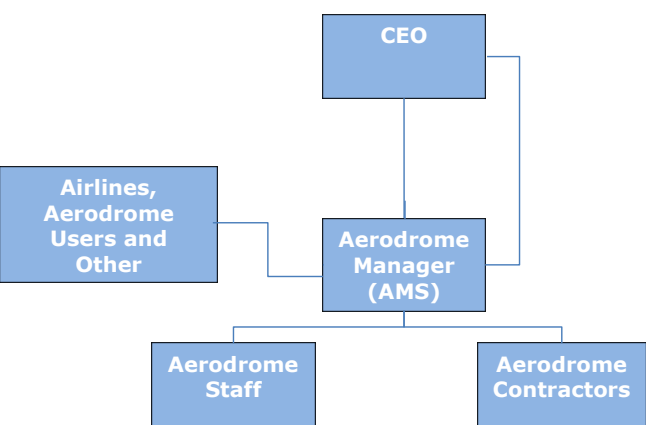
3.3. Document Updates

The Aerodrome Safety Manager may use the below checklist to ensure that document updates are correctly administrated.

Document Control Checklist	✓
The footer is adjusted to show the latest revision date.	
The safety committee table is correct and up to date.	
The revisions page is up to date and shows details of the amendments made.	
The table of contents is updated by using the update table function.	
The print control copy has been printed and replaced in the Shire office.	
The SMS manual is available to all members of the safety committee.	
The document control system is updated with the latest copies of both the PDF and word documents.	

4. Responsibility and Accountability

4.1. Organisational Structure



4.2. Organisation and Safety Committee

The organisation including the Aerodrome Safety Committee shall take responsibility for the following actions;

- Appoint an Aerodrome Safety Manager
- Design, implement and review realistic safety key performance indicators (KPI's) which are quantifiable.
- Undertake training needs analysis regularly during scheduled meetings or as a result of hazard or incident notifications.
- Ensure risk assessment is undertaken routinely during scheduled meetings, in anticipation of works, or as part of any change management process.

- Monitor and review the major hazard risk register. Include new hazards in the risk register where they are identified and undertake a formal group risk assessment regularly to associate initial and residual risk with all of the identified hazards.
- Review the effectiveness of hazard controls and implement additional controls where achievable to mitigate risk associated with known or common aerodrome hazards.
- Review the findings associated with Safety Observations as completed daily during aerodrome inspections, Aerodrome Technical Inspections, Safety Inspections, CASA Surveillance and other Aerodrome Audits. Where necessary create a plan of remedial action which satisfies non-compliances and findings in.
- Organise for additional external and internal auditing of the safety management system routinely and as required to monitor its effectiveness.
- Ensure the Safety Policy is well known and advertised to the workplace. Review the methods and effectiveness of safety communications to Aerodrome Staff and Contractors.
- Promote amongst all Aerodrome workers a positive safety culture which includes the encouragement of the reporting of incidents and hazards associated with aerodrome operations without fear of retribution or blame.

4.3. Chief Executive Officer

The Chief Executive Officer pro-actively supports the Safety Management System and takes responsibility for the following;

- The Chief Executive Officer in consultation with the Aerodrome Management Committee endorses all of the objectives and requirements contained within this document for the purpose of enhancing general safety at the aerodrome.
- The Chief Executive Officer will ensure that the appropriate resources are allocated to the Safety Manager and the Safety Committee in order to adequately support the SMS. These resources include but not limited to administrative support, sufficient training budget and commitment to ongoing professional development
- Review all SMS documentation in consultation with the Aerodrome Management Committee
- Ensure the Aerodrome Safety Manager has appropriate training for the role.
- Facilitate updates to the Aerodrome SMS Manual.
- Being a member of the Aerodrome Safety Committee that includes representation from all the aerodrome staff, tenants and users.
- Support the Safety Manager with respect to resources, communications, and liaise with the Safety Manager.
- Sit in upon Aerodrome Safety Committee meetings and provide appropriate feedback and support.
- Ensure the Safety Manager has appropriate training for the task.

4.4. Aerodrome Safety Manager

The Aerodrome Safety Manager administrates the SMS on a daily basis on behalf of the Shire of Wiluna. The Aerodrome Safety Manager assumes responsibility for the following;

- Acts in the role of Wiluna Aerodrome Manager.
- Act on behalf of the Shire of Wiluna to actively and continuously improve safety at the aerodrome operation.
- Organising for the formal execution of hazard identification and risk assessment where it becomes necessary.
- Working in association with the Aerodrome Safety Committee to develop risk treatments/controls.
- Maintaining records relating to the Aerodrome Safety Committee membership and activities.
- Informing aerodrome staff, tenants, management and contractors about the SMS including the role of the Aerodrome Safety Manager and the Aerodrome Safety Committee.
- Distributing minutes of the safety meetings to all aerodrome staff, tenants and contractors by email and then discussion at pre-start meetings and tool box talks.
- The Aerodrome Safety Manager will maintain all SMS related documentation for a period of no less than three years. This documentation will be made available upon request from a member of CASA.
- The Aerodrome Safety Manager will communicate the results of safety audits, technical inspections, CASA audits, etc. to the safety committee and all aerodrome staff by means of email, notice boards, toolbox and pre-start meetings.
- Organise for the Aerodrome Safety Committee to meet as soon as possible following the receipt of safety audits, technical inspections and CASA audits.
- The Aerodrome Safety Manager will carry out (or organise for the carrying out of) investigations of all airside hazard reports, accidents and incidents with the assistance of the Aerodrome Safety Committee.
- The Aerodrome Safety Manager or delegate will chair the SMS Committee meetings.

5. Safety Committee

5.1. Safety Committee Membership

The Safety Committee Members are as follows:

Name	Position	Phone	Email
Aerodrome Management Committee:			
Warren Olsen	Shire DCEO	08 9981 8000	dceo@wiluna.wa.gov.au
Colin Bastow	Works Manager		ws@wiluna.wa.gov.au
Robert Wiles	Assets		aio@wiluna.wa.gov.au
Kavoa Dakunimata	Infrastructure Officer		
Robert Wiles	Works Supervisor	9981 8000	ws@wiluna.wa.gov.au
Isea Dakunimata	Aerodrome Reporting Officer	0458 889 112	wc@wiluna.wa.gov.au
Kavoa Dakunimata	Aerodrome Reporting Officer	9981 8000	aio@wiluna.wa.gov.au
Tevita Vonolagi	Aerodrome Reporting Officer	08 9981 8000	te_vonolagi@yahoo.com.au
Jone Kafoa	Aerodrome Reporting Officer	08 9981 8000	johnrailati@gmail.com
Julie Randall	AMS Compliance Manager	0408 940 403	julie@amsaustralia.com
Nadia Somers	Aerodrome Manager/Manual Controller	0437 655 3980 477883356	nadiateon@amsaustralia.com

5.2. Aerodrome Safety Committee Meeting Schedule

The Aerodrome Safety Committee will ~~meet at least twice on a year quarterly basis~~ to coincide with ~~an~~ the AMS compliance visit. It may be necessary to meet on a more regular basis in the event of a significant hazard or incident observation.

The Aerodrome Safety Manager is responsible for distributing minutes to all members of the Aerodrome Safety Committee and for raising any agendas generated by those absent members of the committee.

The SMS Safety Committee shall meet following the receipt of Safety Audits, CASA Surveillance Inspection Reports or Aerodrome Technical Inspection Reports to discuss the findings and decide upon a method of action with reference to the findings raised.

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5.3. SMS Committee Meeting Agenda Points

Agenda	Discussion Prompt
1. Introduction	<ul style="list-style-type: none"> ▪ The reason for meeting? ▪ Housekeeping
2. Change Management	<ul style="list-style-type: none"> ▪ Has there or will there been any changes to the operation, in any way! Are there any hazards or perceived risks associated with this change? The below list provides further examples of aerodrome change management items to consider: <ul style="list-style-type: none"> ○ Aerodrome works, New operators or airlines, Larger aircraft or aircraft of different configuration, Additional flights, Changes to scheduling, New staff or temporary staff, New installations, Changes of procedures or manuals, Environmental changes, Changes of aerodrome responsibilities <p>Management of Change Considerations The following should always be considered when assessing workplace change:</p> <ol style="list-style-type: none"> 1. Are changes carefully planned and staggered? 2. Are affected stakeholders identified? 3. Are risks associated with the change assessed? 4. Is the change being monitored?
3. Aerodrome Planner - Compliance	<ul style="list-style-type: none"> ▪ Review planned compliance items.
4. Aerodrome Maintenance	<ul style="list-style-type: none"> ▪ Cover any works items not included as change management ▪ Include preventative maintenance
5. Training Needs Analysis	<ul style="list-style-type: none"> ▪ Is training sufficient? ▪ Are Aerodrome staff sufficiently trained for the role? ▪ Is there additional training required? ▪ Incident and accident reporting ▪ Any other training items ▪ Are there any gaps identified?
6. Occurrences and Hazards	<ul style="list-style-type: none"> ▪ Are there any notable occurrences or hazards since the last SMS meeting? ▪ How were these reviewed and actioned? – Was this adequate? ▪ Any reports or observations put forward by pilots or other aerodrome users?
7. Aerodrome Users including Third Parties	<ul style="list-style-type: none"> ▪ Are there any safety observations in relation to how airlines, ground handlers, or other personnel are using the aerodrome? Are these observations positive or negative observations? How will negative observations be addressed? ▪ Is there a safety committee made up of ramp staff and aerodrome users? Should there be one and when will they meet? Who from the Aerodrome SMS Committee will attend?

Agenda	Discussion Prompt
	<ul style="list-style-type: none"> Feedback from ARO Toolbox would suggest SMS is effective / not effective? The safety of the operation is not eroded by the inputs, services and supplies provided by external organisations Third Party organisations demonstrate their ability to provide trained and competent staff All safety hazards and deficiencies are reported and addressed efficiently
8. CASA Micro DAMP	<ul style="list-style-type: none"> CASA Micro-business DAMP in accordance with the conditions of the exemption CASA EX98/15. Monitor numbers and date.
9. Performance	<ul style="list-style-type: none"> How is the SMS performing? How can the system be improved? Safety Objectives Were any objectives set in the previous period? Were the objectives achieved, if not, why not? Can they be achieved or are they unrealistic objectives? Objectives for the next period? Are the objectives measurable and realistic? What happens if the safety objectives are met/ not met? Who will be responsible for coordinating the tasks associated with the safety objectives?
10. Audit	<ul style="list-style-type: none"> Details of CASA/ ATI/ Misc. Audits When will they occur next? Were the findings from previous audits adequately closed? How will outstanding actions be resolved? Does the SMS require external / internal auditing?
11. Aerodrome Emergency Plan	<ul style="list-style-type: none"> Is the Aerodrome Emergency Committee (AEC) meeting regularly? When is the next meeting? Who from the Safety Committee will attend this meeting and provide feedback to the Safety Committee? Provide brief update from recent AEC meeting Are actions from the AEP meetings being submitted to the SMS for attention and actioning where necessary?
12. Risk Review	<ul style="list-style-type: none"> Is the risk identified in the risk register still valid? If not a complete review of the risk register may be required. Have any of the aspects of the operation changed which could trigger new hazards or modification of the risk associated with those hazards? Are the hazard controls still relevant? Is there an opportunity to introduce additional hazard controls?
13. Investigations	<ul style="list-style-type: none"> Were there any investigations in this period? Outcomes? Who from the committee will attend such investigations in the future?

Agenda	Discussion Prompt
14. Wildlife	<ul style="list-style-type: none"> Is the current wildlife program sufficient? Review of wildlife strikes this period Does the Aerodrome require a wildlife hazard management plan? Are wildlife numbers increasing/ decreasing? Are there any ARO formal reports of wildlife?
15. Communications & Safety Promotion	<ul style="list-style-type: none"> How do we promote a good safety culture at the Aerodrome for all users? Are the minutes of this meeting available for users? Where/ How? How do we provide feedback to users following an incident or a hazard notification? How can we do this better? Are the means of educating aerodrome users sufficient? Is the 'no blame' culture present or not?
16. Continuous Improvement & Document Control	<ul style="list-style-type: none"> Can the system be improved in any way? When is the next SMS manual revision scheduled?
17. Implementation Plan	<ul style="list-style-type: none"> Discuss the implementation plan for the SMS manual Ensure SMS is endorsed by the accountable manager and implemented within a suitable timeframe Have there been any changes to the manual that must be implemented Consider continuous improvement/ Manual review/ Gap analysis
18. Actions	<ul style="list-style-type: none"> Please summarise the actions assigned as a result of this meeting. How will these be tracked? Will these be entered into? By Whom?
19. Additional Agenda	<ul style="list-style-type: none"> As required
20. Closure	<ul style="list-style-type: none"> When will the next meeting be scheduled? Is it possible to implement the meetings as a scheduled re-occurrence in Outlook? Who will distribute minutes?

5.4. Email Communications to the Committee

The Aerodrome Safety Manager shall be responsible for regular communications with the committee by means of group email. Such emails shall include information relating to;

- Significant Incidents.
 - Significant Hazards.
 - Aerodrome Technical Inspections.
 - CASA Surveillance Inspections.
 - Aerodrome Major Works.
 - Meeting Minutes.
 - Significant Changes in the Operation.
 - Any Other Significant Safety Topic.
-

7.1.6.1. Risk Management Policy

The Shire of Wiluna shall endeavour to maintain a level of risk management which results in nil risks being experienced. The ultimate aim being to achieve all consultancy / maintenance / engineering / training and compliance works with minimal to no interruptions, to eliminating any / all cancellations, and to minimise any adverse effects on the works provided.

Procedures to achieve this are:

- By adopting a process of an effectual management theme in risk management.
- By adopting a risk probability process in identifying potential risks.
- By adopting a safe work environment whether at the Shire of Wiluna premises or at an onsite venue.
- From having a pre-prepared schedule of risk management strategies to overcome eventualities.
- Through the careful planning of all work programs.
- By developing a risk assessment program to suit the environment in which the works is to be performed.
- From a pre-work check of all arrangements.
- From an annual review of works practices to date, and the problems encountered.

Extract from Civil Aviation Safety Authority – Advisory Circular 139-16

The objective of risk management is to eliminate risk where practical or reduce the risk (likelihood/consequence) to acceptable levels (ALARP), and to manage the remaining risk so as to avoid or mitigate any possible undesirable outcome of the particular activity. Risk reduction is therefore an integral component to the development and application of an effective SMS.

7.2.6.2. Risk Matrix

Please refer to Shire of Wiluna OSH Induction Manual for further detail on Risk Register (F3.3).

LIKELIHOOD	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	H	H	E	E	E
Likely	M	H	H	E	E
Possible	L	M	H	E	E
Unlikely	L	L	M	H	E
Rare	L	L	M	H	H

Legend:

Extreme: extreme risk; immediate action required

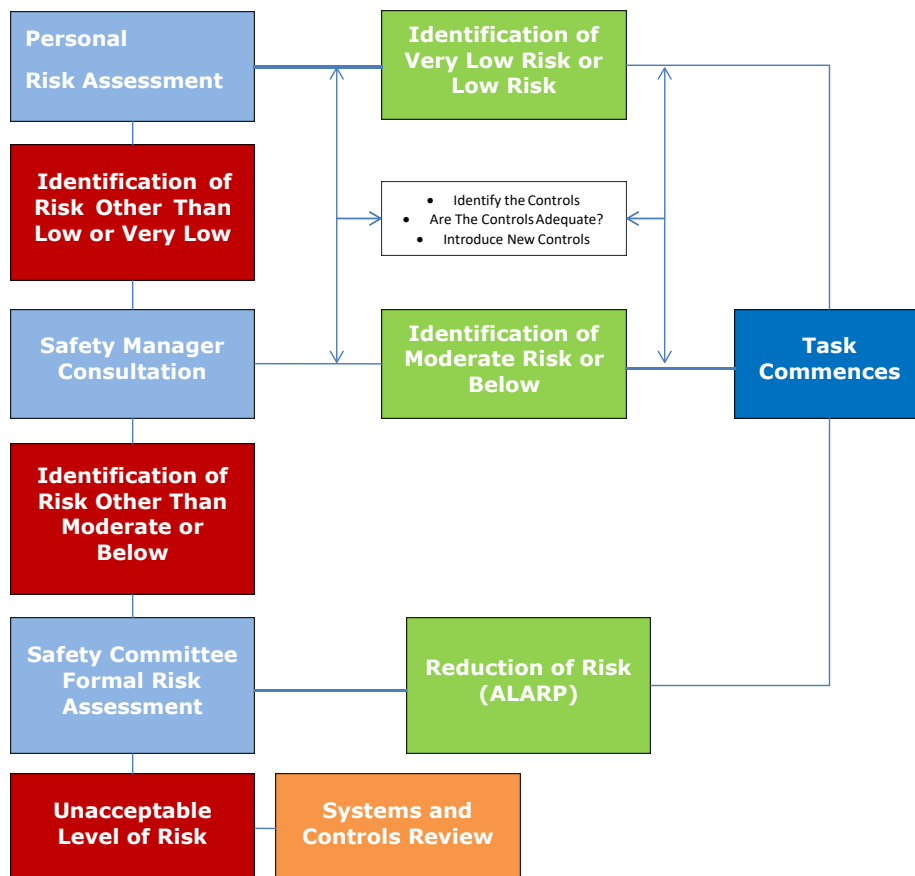
High: high risk; senior management attention needed

Moderate: moderate risk; management responsibility must be specified

Low: low risk; manage by routine procedures

7.3.6.3. Risk Management Sequence

The below table demonstrates the typical elevation of risk assessment as the perceived risk increases. Regardless of the method of risk assessment it is important to review the effectiveness of the controls or implement additional controls prior to proceeding with the task.



7.4.6.4. Formal Risk Assessment

Safety Committee Group Risk Assessment shall occur at the following times;

- Prior to major works.
- For significant hazards.
- In accordance with the Shire of Wiluna requirements.
- When the risk register is reviewed.
- As part of change management process.
- At any other time as required by the Aerodrome Safety Committee.

6.4.1. Outcomes and Controls

The Aerodrome Safety Committee will ensure that any additional hazard controls and recommendations as a result of a group risk assessment or a safety committee meeting / discussion are implemented effectively and the controls continue to remain effective over a period of time. It may become necessary to revisit old outcomes and controls to audit them for effectiveness.

~~7.5. Job Safety and Environmental Analysis Worksheet~~

The Shire's Outside Staff are required to complete a quick assessment of the working environment to identify any risks before starting work on each job. This assessment is required each time a task is undertaken such as mowing the oval.

7.9.6.6. Change Management

The Aerodrome Safety Committee and all members of the organisation should be particularly mindful of risk that is introduced by a change to the operation of the aerodrome. The Aerodrome Safety Committee will discuss changes to the operation where they are apparent or planned. The Aerodrome Safety Committee shall assess risk associated with such changes and consider new risk that may be introduced by the change.

The Aerodrome Safety Committee will ensure systems and controls are implemented prior to, during and following change to ensure the best safety outcomes are consistently maintained throughout the entire process of the change.

The following points are examples of change management scenarios which may occur at the aerodrome these will prompt review by the Aerodrome Safety Committee;

- Aerodrome works
- New operators or airlines
- Larger aircraft or aircraft of different configuration
- Additional flights
- Changes to scheduling
- New staff or temporary staff
- New installations
- Changes of procedures or manuals
- Environmental changes
- Changes of aerodrome responsibilities

6.7.1. Management of Change Considerations

The following should always be considered when assessing workplace change:

1. Are changes carefully planned and staggered?
2. Are affected stakeholders identified?
3. Are risks associated with the change assessed?
4. Is the change being monitored?

8.7. Current Risk Register

The Wiluna Aerodrome Risk Register is called Wiluna Risk Register and is printed in A3 format as an appendix to this manual. It should be reviewed at each SMS meeting by the Safety Management Committee. Occasionally the risk associated with the respective hazard will change as operating conditions change; this shall be a prompt for the committee to review the hazard register.

10.1.8.1. Reporting Methods

8.1.1. Hazard Reporting Form

The Shire of Wiluna makes use of a hazard report form. The Shire of Wiluna employees and contracted employees may use this simple form for reporting hazards to the safety manager. Hazards shall be handed to the Aerodrome Safety Manager or a delegated person for entry into the SMS register to be reviewed at the next SMS meeting, if not before.

10.2.8.2. Incident Reporting Methods

The Shire of Wiluna makes use of a hazard/ incident report form. The Shire of Wiluna employees and contracted employees may use this simple form for reporting incidents to the safety manager. Incidents shall be investigated by the Aerodrome Safety Manager or a delegated person for entry into the SMS register to be reviewed at the next SMS meeting, if not before.

11.9. Safety Performance

11.1.9.1. Key Performance Indicators

The Shire of Wiluna makes use of Key Performance Indicators to monitor safety performance and to ensure there is a system of continuous improvement.

Key Performance Indicators must be measurable so as to demonstrate a quantifiable level of safety improvement or degradation.

Examples of measurable KPI's include;

- Close out all actions associated with the CASA Surveillance Report
- Close out all actions associated with the ATI and Electrical ATI
- Ensure the AEP exercise is undertaken on an annual basis
- Bird Strikes (less than 5 per year)
- Hazard Observations (reported to the Aerodrome Manager)
- Manuals and Documents (reviewed within 1 year)
- Inspections (completed as per Aerodrome Manual)
- Recordable Injury Frequency (less than 1 per year)

11.2.9.2. Other Committees and Meetings

The Shire of Wiluna also has an Aerodrome Emergency Committee (combined with LEMC) which meets regularly to refine the Aerodrome Emergency Plan. That committee may also influence the SMS where safety deficiencies or opportunities for improvement are identified by the Aerodrome Emergency Committee. The Safety Manager and the Aerodrome Safety Committee shall review the outcomes of AEC meetings and decide upon the best course of action, in general using a risk assessment methodology.

12.10. Staff Training and Education

12.1.10.1. Aerodrome Safety Manager and Staff Education

The Aerodrome Safety Manager will ensure that aerodrome staff, tenants and contractors receive an aerodrome induction and ongoing training in the following areas;

- Staff are provided with an understanding how the SMS operates.
- Staff are aware of the role they play in the SMS.
- Staff understand that the aim of the SMS is to improve safety, not to attribute blame.

The Aerodrome Staff Training Matrix is the underpinning document for all staff training and education; the Aerodrome Manager is responsible for ensuring that this matrix is up to date and reported to the Safety Committee for review.

12.2.10.2. Training Records

The Aerodrome Manager will maintain the training matrix and training file for the purpose of monitoring staff training needs and staff re-currency training requirements. Training records shall be maintained in the training file located in the Shire office.

12.3.10.3. Training Needs Analysis

New starters at the Aerodrome undertake an initial assessment which stipulates the required training courses / items that must be undertaken to fulfill the role (e.g. Aerodrome Reporting Officer). Though in many instances the training needs will be pre-determined by the role, for each new starter at the aerodrome the Aerodrome Safety Manager shall perform a training needs analysis to ensure the worker is provided with adequate training for the purpose of the roll. New starters will be required to complete a buddy system with a minimum number of serviceability inspection and works oversight completed

Training needs analysis review shall be performed regularly at scheduled Aerodrome Safety Committee meetings to ensure training provided is adequate and reflects current industry and regulatory requirements.

Training needs analysis may be prompted by the following;

- New worker
- Change of role (change management)
- Change of task set or responsibilities (change management)
- Aerodrome hazards
- Aerodrome incidents
- Change to facilities or systems
- Introduction of new industry practice or regulation
- Change of environmental conditions or wildlife conditions
- Introduction of new airline or new supplier
- Refresher or re-currency training

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12.8.10.4. Training Availability

Examples of training or supplementary training may include;

- OHS training for Aerodrome Safety Manager
- Human factors training for Safety Manager and OHS staff
- Aerodrome emergency plan familiarisation and response training
- Fire extinguisher usage
- Spill kit usage
- Training for aerodrome training staff
- Aerodrome Reporting Officer / Works Safety Officer
- Airside driver training
- Hazardous material / Dangerous goods training
- Ground service equipment & vehicle awareness
- Firearms training for wildlife control

12.9.10.5. The Aerodrome Safety Committee

The Aerodrome Safety Committee will encourage all aerodrome staff, tenants and contractors to submit airside hazard reports and share safety concerns.

13.11. Auditing

13.1.11.1. Auditing the System

The Aerodrome Safety Manager will ensure that audits are carried out periodically (but at least annually) to determine whether the Shire of Wiluna is meeting regulatory requirements and its own safety standards in relation to the aerodrome.

The audits can include input from:

- Serviceability inspections.
- Technical inspections.
- External inspections and audits.
- Internal inspections and audits.

Technical Inspections and CASA Surveillance Inspections shall be a trigger for Safety Committee meetings and the findings shall be raised as agenda points. Actions for the closure of relevant findings shall be submitted into the SMS minutes.

14.12. Third Party Management

Where a third party is sourced for the provision of services at the Aerodrome Shire of Wiluna will ensure the following;

- The level of safety of an operation is not to be eroded by the inputs, services and supplies provided by external organisations
- Third party providers shall hold the appropriate qualifications/credentials or approvals for the work being outsourced
- Contracted organisations shall demonstrate their ability to provide trained and competent staff
- Third parties should understand the aerodrome operator's SMS, and their own responsibilities within the SMS program
- All safety hazards and deficiencies will be reported and addressed efficiently
- Shire will oversight and monitor the third party's performance on a regular basis
- The operator has the final responsibility and safety oversight capability and is accountable for ensuring that the contractor complies with safety standards prescribed in the contract.

15.13. Document and Data Control

15.1.13.1. Document Controller

The Aerodrome Safety Manager is responsible for all document control related to the Aerodrome SMS. All records in relation to the SMS shall be maintained on file for a period of no less than 3 three years.

The Aerodrome Safety Manager together with the Aerodrome Safety Committee shall review the Safety Management System Manual at least annually to ensure it is a valid and effective tool for the purpose.

15.2.13.2. SMS Manual and Supporting Document Availability

The SMS Manual and supporting documents may be viewed by all aerodrome staff, the Aerodrome Safety Committee, representatives of the Civil Aviation Safety Authority. The documents are available for viewing in the depot office.

15.3.13.3. Supporting Documentation

Additional forms used by the Shire for assessing and reporting OSH matters are as below (these can be found in the Shire of Wiluna OHS Manual):

- Hazard Report Form ~~(Form 4)~~
- ~~Sample Safe Work Procedure (Form 12)~~

13.3.1. Hazard Reporting Form

Hazard reporting forms shall be available to all staff and contractors from the Shire office or works depot.

13.3.2. Incident Reporting Form

Incident reporting forms shall be available to all staff and contractors from the Shire office or works depot.

16.14. Reviewing the System

16.1.14.1. Review by the Committee

The Aerodrome Safety Committee will review the SMS ~~at least twice a year~~ on a quarterly basis. The Aerodrome Safety Committee will give all aerodrome staff, tenants and contractors an opportunity to be involved in the evaluation of the SMS.

16.2.14.2. Feedback as a Result of Review

The Aerodrome Safety Manager will advise all safety committee members and aerodrome staff, of the outcome of any review by means of email, notice board and toolbox / pre-start meetings. It is most important that staff feel actively involved with the safety management process.

16.3.14.3. Safety Communications

As documents are developed or reviewed, the new version is communicated to the relevant members of the workforce via email and through Toolbox meetings. The Aerodrome Manager will lead these discussions to explain why certain changes have been made to provide context.

17.15. Abbreviations and Definitions

AC – Advisory Circular (Civil Aviation Safety Authority)

Aerodrome Safety Committee – Refer to the responsibilities section of this document for a description of the role responsibilities.

Aerodrome Safety Manager – Refer to the responsibilities section of this document for a description of the role responsibilities.

AEP – Aerodrome Emergency Plan

ALARP - Means a risk is low enough that attempting to make it lower, or the cost of assessing the improvement gained in an attempted risk reduction, would actually be more costly than any cost likely to come from the risk itself. (Ref CASA AC139-16)

ARO – Aerodrome Reporting Officer

BARS – Basic Aviation Risk Standard. This is an industry and best practice standard adopted by organisations within the resource sector. The Shire of Wiluna has adopted the BARS and this is an additional means of achieving safe aviation operations above and beyond the requirements of the federal aviation regulator in many instances.

CASA – Civil Aviation Safety Authority

EM – Executive Management - at the highest level of organizational management who have the day-to-day responsibilities of managing a company or corporation. They have the highest levels of responsibility.

JHA – Job Hazard Analysis – A group-based risk assessment summarising the task, the related hazards, and the safety controls put into place prior to commencing that task.

KPI – Key Performance Indicator – A method of performance measurement associated with staff review or systems review.

MOWP – Method of Works Plan – A document distributed to staff and stakeholders prior to aerodrome works in accordance with Civil Aviation Regulation. The document summarises the outline of works and the effect to operations as well as the safety considerations associated with that task.

OHS / OSH – Occupational Health and Safety

SMS – Safety Management System – All references to 'SMS' in this document pertain to the Aerodrome Safety Management System.

TNA – Training Needs Analysis

WSO – Works Safety Officer