Aerodrome Emergency Management Plan

2024

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Municipal Endorsement

This strategy supports and forms part of the Moira Shire Municipal Emergency Management Plan.

It is endorsed by the Moira Shire Council Emergency Management Coordination Group and approved by the Director Infrastructure, Moira Shire Council.

Document Title	Moira Shire Council Aerodrome Emergency Plan
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Amendment History / Version Control

Version Number	Date of Issue	Author/s	Brief Description of Change
1.0		Trudi Pratt	Plan developed.
2.0	September 2024	Leah Thompson	Plan revised and additions to Section 3 and Appendix contact details changed

Acronyms (referred to in this AEP document)

MSC	Moira Shire Council
MEMO	Municipal Emergency Management Officer
EMLO	Emergency Management Liaison Officer (MSC)
DM	Emergency Management Duty Manager
VICPOL	Victoria Police – (Yarrawonga Police)
CFA	Country Fire Authority – (Yarrawonga Fire Brigade)
FRV	Fire Rescue Victoria
AV	Ambulance Victoria
HC	Health Commander
(AIP ERSA)	Aeronautical Information Publication En Route Supplement Australia
(ASA)	Air Services Australia
(ATSB)	Australian Transport Safety Bureau
(AEP)	Aerodrome Emergency Plan
(CASA)	Civil Aviation Safety Authority
(CASR 1988)	Civil Aviation Safety Regulations 1988
(ETA)	Aircraft estimated time of arrival
(MTOW)	Maximum Take-off Weight
(MOS 139)	CASA Manual of Standards Part 139
(NOTAM)	Notification to Airmen
(NDB)	Non-directional beacon ground navigation aid
(OLS)	Obstacle Limitation Surfaces
(PAL)	Pilot Activated Lighting
(POB)	Passengers on Board
(RWY)	Runway

Legend: Acronyms – Council Emergency Management
Acronyms – (Aviation)

Glossary

Aerodrome Manager	Responsible manager for aerodrome operations.
Aerodrome Reporting Officer	Is responsible for twice weekly aerodrome serviceability inspections and works safety officer functions.
Emergency	In relation to emergency management, is consistent with the State Emergency Management Plan
	In relation to aviation, is consistent with MOS 139 Chapter 24 (new) & 10.7, 10.8 (current) Emergency Planning & Response

SECTION 1 Introduction

1.1 Aim

The Yarrawonga Aerodrome Emergency Plan (this Plan) sets out the overarching arrangements for the management of an emergency within or in the immediate vicinity of the aerodrome.

The arrangements detailed in this document aim to minimise the impact of the incident and to facilitate the recovery from the emergency.

1.2 Scope

The arrangements in this Plan are intended to apply for all emergencies that occur within or in the immediate vicinity of the aerodrome. They also incorporate both emergency management and aerodrome reporting/management responsibilities.

This Plan is not included in the current Yarrawonga Aerodrome Operations Manual.

1.3 Authority

This Plan has been written to be consistent with the:
- *Emergency Management Act* (1986 & 2013)
- State Emergency Management Plan
- Moira Shire Municipal Emergency Management Plan
- *Civil Aviation Safety Regulations 1998*
- Civil Aviation Safety Authority, Advisory Circular AC 139 - 7(0)
- Civil Aviation Safety Authority (CASA) Manual of Standards Part 139 - Aerodromes
- Yarrawonga Aerodrome Manual.

1.4 Review

Content of this Plan is to be reviewed annually or after an emergency which has utilised part of this Plan. Organisations delegated with responsibilities in this plan are required to notify the Accountable Manager of any changes of detail (e.g. contact information) as they occur.

Amendments are produced and distributed by the Aerodrome Manager as required to those on the distribution list.

1.5 Testing

This Plan will be tested on an annual basis unless there has been activation during the period. This will be done in a form determined by the Aerodrome Manager and involve multi agencies. Any procedural anomalies or short falls encountered during exercises or ensuing operations must be addressed and rectified at the earliest opportunity.

The responsibilities and arrangements for Debriefs and After Action Reviews are consistent with the Victorian emergency management arrangements and the Moira Shire Municipal Emergency Management Plan.

The Accountable Manager is responsible for overseeing the conduct of and debrief from an exercise as well as maintaining a record of outcomes.

Where appropriate the Accountable Manager will ensure debrief outcomes are reflected in amendments to this Plan.

SECTION 2 Activation, Control and Coordination

2.1 Activation

Victoria's emergency management arrangements at state, regional and incident tiers are in effect at all times and do not require specific, formal activation.

The Incident Controller undertakes initial and ongoing assessments of the emergency and applies resources as necessary in accordance with the arrangements.

The Incident Controller considers the current and potential impacts and consequences of an emergency, and advises the relevant response support agencies, relief and recovery agencies as well as the Emergency Response Co-ordinator as soon as possible.

The activation of this Plan is consistent with these arrangements. Council can be notified of an emergency, either potential or occurring, via the state, regional or incident tiers and its role is consistent with the arrangements in the Emergency Management Manual Victoria, the Moira Shire Municipal Emergency Management Plan and this Plan.

2.2 Control and Coordination

The control and coordination of an emergency at the aerodrome will be consistent with the State Emergency Management Plan and the Moira Shire Municipal Emergency Management Plan.

If a Council Officer is present at the aerodrome when the emergency occurs, they will maintain control of the aerodrome until the arrival of the emergency services. Control of the emergency is transferred to the emergency services on their arrival.

SECTION 3 Roles and Responsibilities

For the purpose of this Plan, in response to an emergency at the aerodrome, the roles and responsibilities of agencies are consistent with the:
- Victorian emergency management arrangements
- Moira Shire Municipal Emergency Management Plan
- CASA Aerodrome Emergency Response (refer current & revised MOS 139).

In support of and complementary to these arrangements, the roles and responsibilities specific to this Plan are detailed as below.

3.1 Council MEMO and After-Hours Emergency Management Duty Manager (DM)

Council's role in support of an emergency at the aerodrome will be dependent on the:
- Scale and consequences of the emergency; include the potential or actual impact on the functional operation of the aerodrome.
- Type of emergency.
- Location of the emergency.
- Whether or not a Council Officer is present at the aerodrome when the emergency occurs.

In response to an emergency that activates this Plan, consideration will be given to establishing two separate Council roles at the aerodrome: Municipal Emergency Management Officer/Duty Manager (MEMO/DM), a Council Emergency Management Liaison Officer (EMLO) and an Airport Reporting Officer/Aerodrome Manager.

It is possible that one person can undertake, more than one role. It is also possible that the circumstances and consequences of an emergency require a person appointed to both roles simultaneously with additional support to each role.

While these roles are intended to be performed at the aerodrome it may also be appropriate to be undertaken by phone away from the aerodrome.

In all instances it is important to communicate internally and externally:
- The roles that are activated
- The Council Officer performing the roles
- The location and contact details of the Council Officer performing the role
- Any changes, including cessation, to the roles.

3.2 Council EMLO

The roles and responsibilities of a Council EMLO are to:
- Identify as this role by wearing the Council EMLO tabard and as required become part of the Incident Emergency Management Team.
- In the absence of the emergency services take control of the aerodrome until their arrival. Control of the emergency is transferred to the emergency services on their arrival.
- Ensure that the emergency services have been notified via the '000' service (triple zero).
  - When making the notification include in the telephone call:
    "I will meet the emergency services at (and nominate a location that is safe from but in close proximity to the emergency)".
- Where practicable and safe, provide assistance to affected persons until emergency services arrive.
- Develop and maintain communication with a member of Councils Emergency Management Coordination Group.

**The EMLO role is consistent with the emergency management arrangements and is summarized as representing Council in the Incident Emergency Management Team.

3.3 Aerodrome Reporting Officer/Aerodrome Manager

The roles and responsibilities of the Aerodrome Reporting Officer / Aerodrome Manager are to:
- Ensure that the emergency services have been notified via the '000' service (triple zero).
  - When making the notification include in the telephone call:
    "I will meet the emergency services at (and nominate a location that is safe from but in close proximity to the emergency)".
- Where practicable and safe provide assistance to affected persons until emergency services arrive.
- Determine if the aerodrome needs to be closed and the extent of closure.
- Notify the next line manager at the Moira Shire Council of the emergency and request assistance if needed.
- Ensure the Australian Transport Safety Bureau (ATSB), in the event of an aircraft accident, have been notified initially.
- Issue initial Notification to Airmen (NOTAM) if airfield is required to be closed and change markings and in the event a partial or total runway closure is required determine the temporary declared distances and where necessary provide a temporary landing threshold and issue a NOTAM accordingly.
- Aerodrome safety and security.
- Consider the availability and access to other resources available at the aerodrome at the time.
- Consider the information needs of other aerodrome users.
- Develop and maintain communication with Council's Emergency Management Coordinator

**The Aerodrome Reporting Officer role is consistent with the CASA arrangements and is summarized as 'Persons engaged to perform the reporting officer functions, including aerodrome serviceability inspections; and works safety officer functions must be adequately trained in the job.'

SECTION 4 Aerodrome Operational Arrangements

4.1 Overview

The Yarrawonga aerodrome (the aerodrome) is a registered aerodrome as per the *Civil Aviation Safety Regulations CASR 1998* section 139.265.

It is located 3.7 kilometers south east of the Yarrawonga CBD on Cahills Road, Yarrawonga South. It is at latitude S 36° 1'83", longitude E 146° 1'67" and altitude 424 feet.

The usual hours of operation for suitably trained aerodrome staff who will respond initially to an emergency are 9.00am – 5.00pm on normal business days. These staff are not dedicated aerodrome staff and as such do not work solely from the aerodrome. During normal business hours contact to a Council Officer with a role at the aerodrome is by phone to either the Aerodrome Manager or Aerodrome Reporting Officer. Contact details are detailed in the Contact Directory, Appendix A - Contact Listing of this Plan.

For non-urgent matters outside of normal business hours Council does not provide a service at the aerodrome.

In the event of an emergency occurring outside of normal business hours, all inquiries regarding the involvement of the Aerodrome Reporting Officer are to be directed to a member of Councils Emergency Management Coordination Group. Contact details are maintained in the Hume Region Emergency Management Team arrangements.

The aerodrome comprises of thirty five hangar sites and one terminal building. There is a static aircraft refueling site located airside near the terminal building. Aircraft normally housed at this aerodrome are multi types of fixed wing and rotary winged aircraft up to a maximum 5700kg MTOW.

Further information can be found on the Moira Shire Council website.
https://www.moira.vic.gov.au/Community/Facilities-and-venues/Yarrawonga-Aerodrome-YYWG

4.2 Aerodrome Manager and Accountable Manager

This position has been delegated by Council to the Manager Operations.

4.3 Aerodrome Reporting Officer

This position has been delegated by Council to the Aerodrome Manager, Casual Relief Aerodrome Manger and the Manger operations

4.4 Access to Airside of the Aerodrome

Where practical, access to the airside of the aerodrome will be authorised and facilitated by the Aerodrome Manager or delegate.

4.5 Aerodrome Emergency Assembly Area

The Aerodrome has a predetermined Emergency Assembly Area. This area is the main public parking area located inside the located main access gate off the Cahills Road and is signposted accordingly.

This area forms part of the Aerodrome Manual and is included on the Aerodrome Site Map, Appendix C – Yarrawonga Aerodrome-Site Plan.

4.6 Aerodrome Access

Yarrawonga Aerodrome has a primary emergency access gate (Gate 3) off Cahills Road Yarrawonga near the terminal building. Secondary access gates are available at the discretion of the Aerodrome Manager or delegate. The airside access point is located in the public carpark area. These are identified in the aerodrome site map, attached to this Plan as Appendix C - Yarrawonga Aerodrome – Site Plan.

During normal business the Aerodrome Manager or delegate will control access to the site or direct as required.

4.7 Aerodrome Equipment

The following resources are available at the aerodrome and may support the response to an emergency:

- Emergency Information Box located at the carpark entrance*
- Fire hydrants*:
  - Five hydrants are installed and are located on John Duigan Drive access road. These are equipped with CFA connections.   There is one pump located at Gate 7.
- Fire extinguishers are located throughout the aerodrome; 1 x Terminal building, 1 x MSC Aerodrome ATV, 1 x MSC Aerodrome Mower
- Lighting:
  - Runway lighting is pilot activated using the aerodrome Pilot Activated Lighting (PAL) Unicom frequency 126.7
  - Security lighting is in place in the area of the terminal, hangers and main carpark.
- The aerodrome is not equipped with emergency power supply (generator)
- Fuel storage:
  - Bulk Aboveground AvGas storage vessel 12000L

It is noted that the Businesses that operate along John Duigan Drive may hold stores of Petrol's and other Lubrications on their separate titles (not owned by the aerodrome) have not been taken into account in this plan.

4.8 Forward Command Post

In the event of a protracted emergency event a Forward Command Post may be established at the Terminal building. This building is included on the Aerodrome Site Plan, Appendix C Yarrawonga Emergency Vehicle Access Points.

Access to this facility is by contacting the Aerodrome Manager or delegate.

This facility is equipped with:

- Toilets
- Small meeting room
- Kitchenette (available)
- Power
- Parking
- Lighting

SECTION 5 Local Standby (Generic Requirement)

5.1 An Aircraft Declared Condition

A condition declared when an aircraft approaching the aerodrome is known or is suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing and thus NOT requiring response from off aerodrome agencies. Due to the lack of permanent emergency resources on the aerodrome it is considered that Local Standby would be implemented but 'Full Emergency' procedures will apply.

5.2 An Aircraft Declared Condition at the Yarrawonga Aerodrome

It's unlikely that this condition would be declared at the Yarrawonga Aerodrome due to its remote location. The pilot would most likely divert to an aerodrome with similar facilities.

SECTION 6 Aircraft Emergency and/or Crash

6.1 Full Emergency

An emergency is declared when it is known that an aircraft approaching the aerodrome is, or is suspected to be, in difficulties and there is danger of an accident occurring which requires the response from off Aerodrome agencies.

When the various agencies are notified through the normal communication channels all or some of the following information will be given if it is known:
- Level of emergency
- Type of aircraft
- Passengers on Board (POB) if known
- Aircraft estimated time of arrival (ETA)
- Nature of the emergency i.e. medical on board, equipment failure, etc.

Emergency management roles and responsibilities will be consistent with the State Emergency Management Plan, Regional Emergency Management Plan and the Moira Shire Municipal Emergency Management Plan.

6.2 Aircraft Crash on Aerodrome

A crash is declared following an aircraft impact emergency on or in close proximity to the Yarrawonga Aerodrome.

Emergency management roles and responsibilities will be consistent with the State Emergency Management Plan and the Moira Shire Municipal Emergency Management Plan.

SECTION 7 Returning the Aerodrome to Operational Status

7.1 Transitioning the Aerodrome to Operational Status

Transitioning the emergency from response to recovery will be consistent with the Victorian emergency management arrangements and the Moira Shire Municipal Emergency management Plan. For disabled aircraft requirements refer CASA MOS Part 139 11.13.

Transitioning the aerodrome to operational status should be integrated with the emergency response.

All agencies involved with the emergency should discuss and agree the timing of the transition. Council, as the aerodrome operator, must be ready to assume responsibility and have the appropriate resources assembled prior to the transition. Where practical the aerodrome community should receive continuous services and communication during the transition and a phased transition may be appropriate.

Considerations regarding the timing of the transition should include:
- The extent to which any emergency risks remain
- The extent to which the response agency personnel are still required
- The extent to which the effect and consequences of the emergency are known
- The roles and responsibilities of agencies with a responsibility to investigate the emergency
- The extent of consequences of the emergency on the operational status of the aerodrome and its ability to continue operating
- The extent to which the resources needed to return the aerodrome to operational status are ready to manage their responsibilities.

Emergency response coordinators are responsible for advising all agencies involved in the emergency of the termination of the emergency response. Support agencies may be required to continue working at the emergency following the transition.

The Incident Controller, the Emergency Response Coordinator and Council, as the aerodrome operator, will determine the transition structure and handover requirements to return the aerodrome operational status.

When the emergency has been terminated and control transferred to Council, returning the aerodrome to its operational status will be managed in accordance with the arrangements in the AOM / MOS Part 139.

APPENDIX A   Contact List

Reviewed August 2024

Organisation/Person	Contact Details	
Aerodrome Manager	PO BOX 578, COBRAM VIC 3730 0428 752 274 ischeweda@moira.vic.gov.au	
Aerodrome Reporting Officers	**Aerodrome Manager**	0428 752 274
	Casual Relief Aerodrome Manager	0429 007 700
Director Infrastructure	03 5871 9222	
Council Emergency Management Coordination Group	MEMO (business hours)	03 5871 9222
	Emergency Management Duty Manager (after hours)	0447 116 785
	Emergency Management Coordinator	0474 218 759
Emergency Services (all) (all emergencies should be called directly through to 'Triple 000' not the individual organisations)	000	
Police (Yarrawonga Station)	03 5744 3641	
Ambulance (Yarrawonga Station)	000	
Air Ambulance	1300 883 200	
Fire Brigade (Yarrawonga Station)	000	
State Emergency Service (Vic)	000/ 132 500	
Other Agencies	**Contact Details**	
Goulburn Valley Health	03 5832 2322	
AirServices Australia (AsA) **Air Traffic Services Centre (ATSC)** **NOTAM Office**	02 6268 5063 *24 hours*	
ASA Aeronautical Information and Data ERSA Update	docs.amend@airservicesaustralia.com	
ATSB Duty Officer (Australia-wide) 24 hours	1800 011034 atsbasir@atsb.gov.au	
Australian Maritime Safety Authority (Search & Rescue)(Australia-wide) 24 hours	1800 815 257 rccaus@amsa.gov.au	
Significant General Aviation Operators		
Air Charter Today	03 5823 2261	

Organisation/Person	Contact Details
iOR Aviation (fuelling agent)	1300 457 467
Jarden Aviation	03 5743 3636
Yarrawonga Flight School (P&M Aviation Australia Training)	0415 406 413
AV Wright	0418 125 164 03 5743 3677
PunkinHeadAir	0429 938 426 03 5744 1990

APPENDIX B   Distribution List

Distribution List	No. of copies	Copy Number
Aerodrome Manager (AM)	EM-COP	
Aerodrome Reporting Officer (ARO)	EM-COP	
Moira Shire Council (EMC)	EM-COP	
Victoria Police (VICPOL)	EM-COP	
Country Fire Authority Victoria (CFA)	EM-COP	
Fire Rescue Victoria (FRV)	EM-COP	
Ambulance Victoria	EM-COP	
State Emergency Service (SES)	EM-COP	
Yarrawonga Health	0	
Red Cross	0	
CASA local Aerodrome Inspector Brad Sinclair	0	
Total number of copies		

APPENDIX C   Vehicle Access Points

Figure 1 – Aerial view

Figure 2 – Gate 3

Figure 3 – Gate 10

Figure 4 – Gate 11 (Dry weather access only)