Department of Planning and Environment

Our ref: SF23/32798

Mr Jagjeet Shergill
Senior Environmental Planner
Port Authority of NSW
PO Box 25
Millers Point NSW 2000

16 March 2023

Subject: Helipad at Dykes Point, Carrington – DA21/17874 - Helicopter Operations Management Plan

Dear Mr Shergill

I refer to your submission on 27 June 2022, requesting the Department's approval of the Helicopter Operations Management Plan (rev 0, 24 June 2022) under Condition A25 of DA21/17874. I also acknowledge your response to the Department's request for additional information.

I note the Helicopter Operations Management Plan:

- was endorsed by Mr Michael Cotterill, who is an independent and appropriately qualified aviation expert and holds the qualifications and accreditations required by Condition A25; and
- contains the information required by the conditions of approval.

I also note that the requirements of Condition A26(i)(vii), which relate to complaints management and communications protocol, will be addressed in the Community Communications Strategy.

Accordingly, as nominee of the Planning Secretary, I approve the Helicopter Operations Management Plan (rev 0, 24 June 2022) under Condition A25 of DA21/17874.

You are reminded that if there are any inconsistencies between the Helicopter Operations Management Plan and the conditions of approval, the conditions prevail.

Please ensure you make the Helicopter Operations Management Plan and this letter publicly available on the project's website at the earliest convenience.

If you wish to discuss the matter further, please contact Amy Porter on amy.porter@planning.nsw.gov.au

Yours sincerely

Grant Brown
Team Leader

Infrastructure Management

As nominee of the Planning Secretary

Helicopter Operations Management Plan

Port Authority of New South Wales – Dyke Point Helipad

Revisions

Amendment	Reason for Amendment	Approved by	Dated
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13			
14.			

Table of Contents

References

1. Aviator Group Base Operating Procedures – Newcastle
2. Aviator Group Emergency Response Plan
3. Pollution Incident Response Management Plan – Helipad, (EPL 10772)
4. Protection of the Environment Operations 1997 Act

Definitions

HOMP	Helicopter Operations Management Plan
Material Harm	Section 147 of the POEO Act 1997 *Harm to the environment is material if –* *a. It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial or,* *b. It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10,000*
PIC	Pilot in Command
PIRMP	Pollution Incident Response Management Plan
Pollution Incident	*means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise*.
SBE	Senior Base Engineer
SBP	Senior Base Pilot
VTIC	Vessel Traffic Information Centre

1.0 Introduction

1.1 Background

Port Authority of New South Wales manages the navigation, security, and operational safety needs of commercial shipping in Sydney Harbour, Port Botany, Newcastle Harbour, Port Kembla, Eden and Yamba.

Port Authority has several functions in relation to Newcastle Harbour, which include the Harbour Masters position for the Port, operation of the Vessel Traffic Services Centre, incident and emergency response, and the provision of pilotage services to vessels via an operational helipad facility at Dyke Point for the purpose of transferring marine pilots by twin engine helicopters to and from vessels that require pilotage services in the Port.

Port Authority engages suitably qualified and experienced helicopter operators to provide, fly and maintain helicopters at the Dyke Point helipad. The contractor is the sole operator of helicopters from the site, and it is used exclusively for marine pilot transfers 24/7, 365 days of the year.

1.2 Purpose

This document forms the Helicopter Operational Management Plan (HOMP) for the Dyke Point helipad as required by DA21/17874 and is applicable to the site known as Dyke Point Helipad, Lot 110 DP 1191911, 106 Bourke Street Carrington. DA21/17874 authorises the use of twin engine helicopters to undertake marine pilot transfer operations from the helipad by day and night as well as maintenance activities associated with helicopter operations being undertaken at the helipad. The only aircraft maintenance to be conducted will be as per the operators CASA Maintenance Approval.

1.3 Objectives

The objective of the HOMP is to clearly articulate the environmental policies and responsibilities associated with the helipad, the development consents, and conditions as well as the relevant operational aspects associated with the site. All Contractor staff involved with the operations being conducted will need to be familiar and comply with the HOMP. Whilst the Consents have been issued to Port Authority the ultimate responsibility to comply remains with the Contractor. Port Authority will undertake periodical auditing of compliance to the HOMP. Any environmental audits required will be undertaken in accordance with DA21/17874 condition A11.

1.4 Consent documents applicable to the site

Title	Issued by	Notes
DA98/1262	Newcastle City Council	Original Development Consent
DA21/17874	NSW Minister for Planning	Operates alongside DA98/1262
EPL10772	EPA	

Fig 1 Consents applicable to the site

2.0 Conditions of Compliance

2.1 Noise

Location	L_{AFmax} 24 Hours	7.00am to 10.00pm L_{Aeq}	10.00pm to 7.00am L_{Aeq}
At any residential or commercial premises and Sensitive Receivers	77 dB(A)	60.5 dB(A)	56 dB(A)

Fig 2 DA21/17874 Condition A28

Noise from helicopters shall include noise from take-off and landing and any operations whilst on the helipad arising from start up, idle, power up and shutdown.

Noise levels from the twin engine helicopter movements associated with the helipad will be in accordance with noise limits specified in condition A28 of DA 21/17874, whilst noise verification and monitoring will be undertaken in accordance with condition A30 of DA/2117874.

3.0 Environmental Policies and Responsibilities

An Environment Protection Licence (EPL 10772) is held for The Dyke Point Helipad. The licence authorises the conducting of the scheduled activities listed below at the premises.

Scheduled Activity	Fee Based Activity	Scale
Helicopter related activities	Helicopter related activity	>5,000 annual flight movement capacity

Fig 3 EPL Scheduled activities

Note: The EPL does not authorise or regulate noise from the operation of helicopters as part of flight activities.

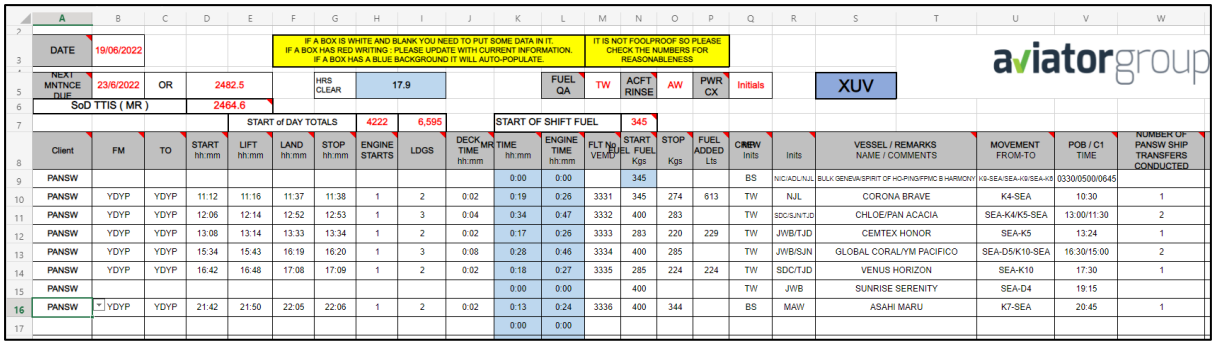
The daily helicopter movements at the premises are restricted to 40 flight movements in any 24-hour period (where take-off and landing are separate flight movements).

The maximum number of helicopter movements between the hours of 10:00pm an 7:00am daily is restricted to 16 movements.

Only one helicopter is permitted to operate at the premises at any one time.

The aircraft operator maintains a register of all flight movements to and from the site including date, aircraft type, departure / arrival time, wind condition, flight path used and the pilot's name. The register is in the form of a "Daily Statistics" spreadsheet (excerpt below) which is controlled document that is populated and maintained by the Flight Crew Member throughout the operational periods.

Environmental management and monitoring will be undertaken in accordance with any requirements specified in the Statement of Environmental Effects, Response to Submissions and the Development Consent.



DATE	19/06/2022																					
					IF A BOX IS WHITE AND BLANK YOU NEED TO PUT SOME DATA IN IT. IF A BOX HAS RED WRITING : PLEASE UPDATE WITH CURRENT INFORMATION. IF A BOX HAS A BLUE BACKGROUND IT WILL AUTO-POPULATE.						IT IS NOT FOOLPROOF SO PLEASE CHECK THE NUMBERS FOR REASONABLENESS										
NEXT MNTNCE DUE	23/6/2022	OR	2482.5		HRS CLEAR	17.9			FUEL QA	TW	ACFT RINSE	AW	PWR CX	Initials		XUV						
SoD TTIS (MR)			2464.6																			
				START of DAY TOTALS		4222	6,595		START OF SHIFT FUEL			345										

Client	FM	TO	START hh:mm	LIFT hh:mm	LAND hh:mm	STOP hh:mm	ENGINE STARTS	LDGS	DECK TIME MR hh:mm	TIME hh:mm	ENGINE TIME hh:mm	FLT No VEMD	START FUEL FUEL Kgs	STOP Kgs	FUEL ADDED Lts	CREW Inits	Inits	VESSEL / REMARKS NAME / COMMENTS	MOVEMENT FROM-TO	POB / C1 TIME	NUMBER OF PANSW SHIP TRANSFERS CONDUCTED
PANSW										0:00	0:00		345			BS	NIC/ADL/NJL	BULK GENEVA/SPIRIT OF HO/PING/FPMC B HARMONY	KG-SEA/SEA-K6/SEA-K5	0330/0500/0645	
PANSW	YDYP	YDYP	11:12	11:16	11:37	11:38	1	2	0:02	0:19	0:26	3331	345	274	613	TW	NJL	CORONA BRAVE	K4-SEA	10:30	1
PANSW	YDYP	YDYP	12:06	12:14	12:52	12:53	1	3	0:04	0:34	0:47	3332	400	283		TW	SDC/SJN/TJD	CHLOE/PAN ACACIA	SEA-K4/K5-SEA	13:00/11:30	2
PANSW	YDYP	YDYP	13:08	13:14	13:33	13:34	1	2	0:02	0:17	0:26	3333	283	220	229	TW	JWB/TJD	CEMTEX HONOR	SEA-K5	13:24	1
PANSW	YDYP	YDYP	15:34	15:43	16:19	16:20	1	3	0:08	0:28	0:46	3334	400	285		TW	JWB/SJN	GLOBAL CORAL/YM PACIFICO	SEA-D5/K10-SEA	16:30/15:00	2
PANSW	YDYP	YDYP	16:42	16:48	17:08	17:09	1	2	0:02	0:18	0:27	3335	285	224	224	TW	SDC/TJD	VENUS HORIZON	SEA-K10	17:30	1
PANSW										0:00	0:00		400			TW	JWB	SUNRISE SERENITY	SEA-D4	19:15	
PANSW	YDYP	YDYP	21:42	21:50	22:05	22:06	1	2	0:02	0:13	0:24	3336	400	344		BS	MAW	ASAHI MARU	K7-SEA	20:45	1
										0:00	0:00										

All staff and contractors involved with daily flight operations must be aware of and comply with all the conditions of consent that are applicable to the site. (Refer Fig 1). A record of employees and contractors acknowledgement of this requirement is to be maintained in Air Maestro or a similar system and reviewed on annual basis or on commencement.

It is a requirement of the EPL that a Pollution Incident Response Management Plan (PIRMP) is maintained for the site. The PIRMP documents notification protocols that must be followed if a pollution incident occurs. A copy of the PIRMP is kept at the Dyke Point helipad and all staff involved with operations at the site must be familiar with and follow the procedures promulgated in the PIRMP.

4.0 Security

The Dyke Point helicopter base is located within the Carrington port area. Landside entry to the port area is via a manned security gate which requires security passes and the necessary inductions to be presented prior to entry. The helicopter base itself is surrounded by a 1.8m cyclone type wire fence, a noise attenuating wall, and entry via lockable gates.

The aircraft operator is responsible for the access and control of personnel it admits into Port Authority's Dyke Point Helipad facility. All pilots are contractually required to hold a Maritime Security Identification Card (MSIC). All other persons admitted to the facility must have either a valid visitor's card or Aircraft Operator Issued Safety Induction Pass. Personnel entering on a visitors pass must always be accompanied by an aircraft operator' employee or Port Authority staff member.

Should a staff member observe unaccompanied persons airside, they are to approach the person and inquire if they need guidance or assistance. If they do not have a valid reason for being airside, they are to be escorted off the premises and ensure the gatehouse security team is notified. Should they be uncooperative, inform the VTIC and they will coordinate with Port Security to assist.

All security incidents or issues are to be immediately reported to the Port Security Officer (Ph. - 0437 691 082).

When the hangar is left unattended, the hangar is to be secured. The airside and hangar doors are to be closed when unattended. If the aircraft is parked outside the hangar, it must be secured to comply with Transport and Security Regulations, IAW Part B.5.3 of the Operations Manual. Application of control locks or use of aircraft door locks.

5.0 Fire and Evacuation

All personnel are required to read the fire and evacuation plans located throughout the office and hangar facilities. These give guidance on the actions to take in the event of a fire, including evacuation routes and meeting points. Staff will participate in regular evacuation exercises or training drill to remain aware of the procedures.

6.0 Ground Operations

6.1 Environmental Aspects

In accordance with the Protection of the Environment Act 1997 (POEO Act) section 153F, if a pollution incident occurs during an activity so that material harm to the environment is caused or threatened, the person carrying on the activity must immediately implement the PIRMP. Refer to definitions for “material harm” and “pollution incident”. A copy of the PIRMP is available at the helipad and all contract staff must acknowledge that they have read and understood the PIRMP on an annual basis.

The aircraft operators primary business involves the operation and maintenance of helicopters in the support of Marine Pilot Transfer where there is a wide range of potential impacts. Environmental aspects may include actual impacts through consumption or emissions/releases/wastes as well as potential impacts from chemical spillage, and accidents as an example. Aspects can generally be considered to include:

- Controlled and uncontrolled emissions to atmosphere
- Controlled and uncontrolled discharge to water
- Waste generation and management, solid and other wastes particularly hazardous
- wastes
- Contamination of land leakages and spills
- Use of land
- Use of raw materials and natural resources (e.g., use of fuels, electricity, water)
- Noise, odour, dust, vibration, and visual impacts
- Effects on human health
- Effects on flora and fauna

Dependent on the operation or event, the impact of the operator’s actions may result in land or water contamination, unnecessary air pollution, wasted resources (e.g., overuse of water, power, paper, etc.), and the overuse of waste landfill sites by failing to recycle or reduce our consumptions.

6.2 Pollution Prevention

Reducing unnecessary pollution and greenhouse gases is a key element to the operators environmental management system and is the most easily manageable element. Ensuring that pollution into air, water and land are all appropriately managed to minimise the risks will help the aircraft operator to continue to operate safely and responsibly. Generally, protection measures as a rule include the following:

6.3 Air Pollution

Most airborne pollution will be caused by aircraft exhaust and rotor wash. Dust and other airborne pollutants will be managed by.

- Properly use all filtration systems fitted
- Use appropriate dust suppression systems
- Maintain all internal-combustion engines in proper working order and ensure proper exhaust systems are fitted
- Minimise the use of chemical sprays (including pest control products)
- Substitute hazardous chemicals for less hazardous products whenever practical
- Reduce unnecessary use of vehicles to prevent excess emissions

6.4 Noise Pollution Controls

The effects of airborne pollution may be experienced some considerable distance from the source and noise is no exception, consideration must be given to not only the operators operations but also the impact on neighbours and thus efforts must be taken to reduce noise emissions.

- Suitably maintain all noise-emitting equipment to ensure noise suppressors are effective and intact on any ground support equipment that may require it.
- Limiting any noise generated by the use of machinery or equipment to reasonable hours giving due consideration to the proximity of nearby sensitive receivers.
- When purchasing new equipment, due care should be given to purchasing quieter options or silenced equipment
- Aircraft operations conducted IAW aerodrome/client/regulator operating procedures and controls, and utilisation of fly neighbourly policies.

6.5 Land Pollution Controls

The pollution of land can occur when there is indiscriminate dumping of hazardous waste be it liquid or solid. Land pollution may also occur when waste is allowed to accumulate out in the open, pending disposal, as the result of rainwater run-off or improper storage procedures. The following general measures should therefore be taken:

- Waste should be disposed of in accordance with local requirements and laws
- Control measures must be in place to prevent fluids, such as jet fuel, engine oil or chemicals from dripping taps or leaking tanks/containers from falling on to the land and in doing so building up to such an extent that the ‘pollutant’ seeps through the soil into the water table
- Empty containers should be stored in an upright position to prevent spillage of any residue which may be left over after discarding
- Appropriate bunding and storage for waste drums
- Any accidental spills which do occur must be cleaned up immediately they are discovered

6.6 Water Pollution Controls

This occurs a result of the discharge of hazardous materials into natural water courses such as streams and rivers and the sea or sewers which eventually discharge into one of the above with or without treatment. These same chemicals can also leak into the ground and pollute either surface water or underground aquifers which may be used for drinking water. Water pollution can emanate

from multiple sources including rainwater runoff, dirty water after processes, chemical spills and discarded rubbish. Prevention methods can include:

- Following procedures designed to avoid polluting waters
- Clearly marking both the rainwater and the wastewater drains, to avoid misuse
- Ensuring that the wastewater drainage system is frequently inspected and kept clear of debris
- Undertaking prevention procedures and methods designed to avoid pollution, for example washing aircraft only in designated, approved areas that have adequate drainage management systems
- Cleaning up spills immediately after they occur
- Reporting spillages and leaks from containers
- Cleaning out bunds and ensuring their integrity

6.7 Energy Conservation

The aircraft operator endeavors to set a high standard for conserving energy and minimizing waste. Senior base personnel in operating locations are encouraged to reinforce the following concepts and practices across their operating bases:

- Using items with the highest possible recycled material content
- Promoting waste avoidance and not just minimizing waste
- Considering product re-usability
- Using low-flow water fixtures and other items to reduce water waste
- Becoming aware of and prioritizing the energy efficiency of items used on site
- Choosing low maintenance items as a means to waste avoidance
- Using environmentally preferred products (e.g. LED lights)
- Considering the ultimate disposal of a product at the end of its useful life
- Ensuring that unused equipment is powered down appropriately
- Suitably maintain all electrical equipment to ensure the serviceability and efficiency
- The use of vehicles should be kept to a minimum whenever possible
- Engines should not be left running when not required

It is the responsibility of every worker to be environmentally conscious and to assist management by complying with the company's conservation policies. Senior base personnel will attempt whenever possible to reduce the quantity of waste generated at their locations. This entails collecting and separating different types of waste and making arrangements with local waste carrier for disposal. The base will not accumulate unreasonable or unsafe quantities of waste.

6.8 Aircraft refueling

Only trained persons will be permitted to refuel company aircraft using the Newcastle Base refuelling facility. It is a requirement that whilst sampling, refuelling or otherwise dispensing fuel for any reason, that appropriate PPE is to be worn such as chemical handling gloves, rubber soled footwear, eye protection etc.

All refuelling will be conducted in accordance with the Operations Manual and Aircraft Rotor Flight Manual provisions.

6.9 Bulk fuel tank operation

Port Authority is the owner of the fuel facility and is responsible for any repairs required and the safe operation of the facility. Any issue that presents a risk to safety or the environment should be immediately reported to the Port Authority Asset Manager.

The fuel quality assurance test of the fuel facility is completed by the day duty pilot whilst also conducting the aircraft fuel testing. This needs to be completed once in every twenty-four-hour period.

Port Authority is responsible for the recurrent maintenance checks on the bulk fuel facility. If personnel notice any issues with the fuel facility, they are to report it to the SBP and Port Authority Asset Manager.

Fig 4 Bulk fuel facility

Action Steps

1. Ensure a spill kit is available prior to commencing refuelling operations
2. Position aircraft so that refuelling facilities are outside of rotor disk.
3. Ensure that fire extinguishers are positioned and ready for immediate use.
4. All passengers must be disembarked and clear of the refuel area in accordance with CASR.
5. Connect the bonding lead to the aircraft securely.
6. Zero the fueling facility gauges and record the meter totalizer readings.
7. Start the refuel facility pump.
8. Connect nozzle earth lead to the aircraft filler cap earthling point securely.
9. Open the filler cap and commence refuel.
10. Ensure correct quantity is loaded.
11. Remove fuel nozzle, refit filler cap, and disconnect bonding leads.
12. Check filler cap for security.
13. At completion of refuel, remove hose line and nozzle earth lead. Turn off pump and stow hose inside bunding. Retract primary earth lead. Note meter reading and reset meter to zero.
14. Complete required documentation.

6.10 Spillage during refueling

Whenever a spillage occurs, it should be treated as a potential fire and environment hazard and fueling should be stopped at once. The SBE and the captain of the aircraft should be notified immediately so that action may be taken as necessary to protect the aircraft, its crew, and passengers and to remove the spillage.

A minor spill is a quantity of substance that has been spilt that covers an area of less than $2m^2$. A major spill covers an area greater than $2m^2$. Where spillage covers more than $4m^2$ or is of a continuing nature, the fire service should be informed.

Persons remaining on board or in the process of embarking, disembarking, are to be moved to a point 15 meters (50ft) from the spilled fuel.

In dealing with the spillage, consideration should be given to the environmental implications of the incident. Where practicable, the aircraft and any delivery vehicle/tanker should be moved at least 15 meters (50ft) from the spilled fuel. All electrical equipment in the vicinity should be turned off.

All spills will be investigated to establish the cause and reported to Port Authority. A Hazard Report must also be submitted.

6.11 Hot refueling

Hot refuelling is performed IAW the Operations Manual, part 2.3.14.4. Refuelling of an aircraft with its engine running is approved IAW CASR Part 91 and the Operations Manual 2B2.14.4 and 2B2.14.5. Both engines must be at FLIGHT during hot refuelling.

NOTE: For hot refuelling the EC135 (a permitted twin engine helicopter), it is recommended that the pilot signals the refueler to cease refuelling when the main fuel tank indicates 350 kilograms. This is to avoid fuel splashing out of the tank and onto the refueler.

6.12 Non - Contract passengers

Carriage of persons who are not approved on the contract, or authorized employees approved by the company, are by exception and on a case-by-case basis. Such persons come into the category of unauthorised, unnecessary, or inappropriate and should not be carried without authorisation as described in Section 3.5.4 of Base Operating Procedures. Passengers will not be carried at night unless they have completed a recognised HUET course within the previous three years.

Blanket approval for individuals not performing an approved company or client function is not to be assumed.

6.13 Safety entry and exit paths to and from helicopter

Marine Pilots and air crew shall approach the helicopter only after being granted permission by the PIC. They are required to secure all loose items and remain aware of the rotor disc. The safest entry and exit paths to and from the EC135 is from either the 9 or 3 o'clock position.

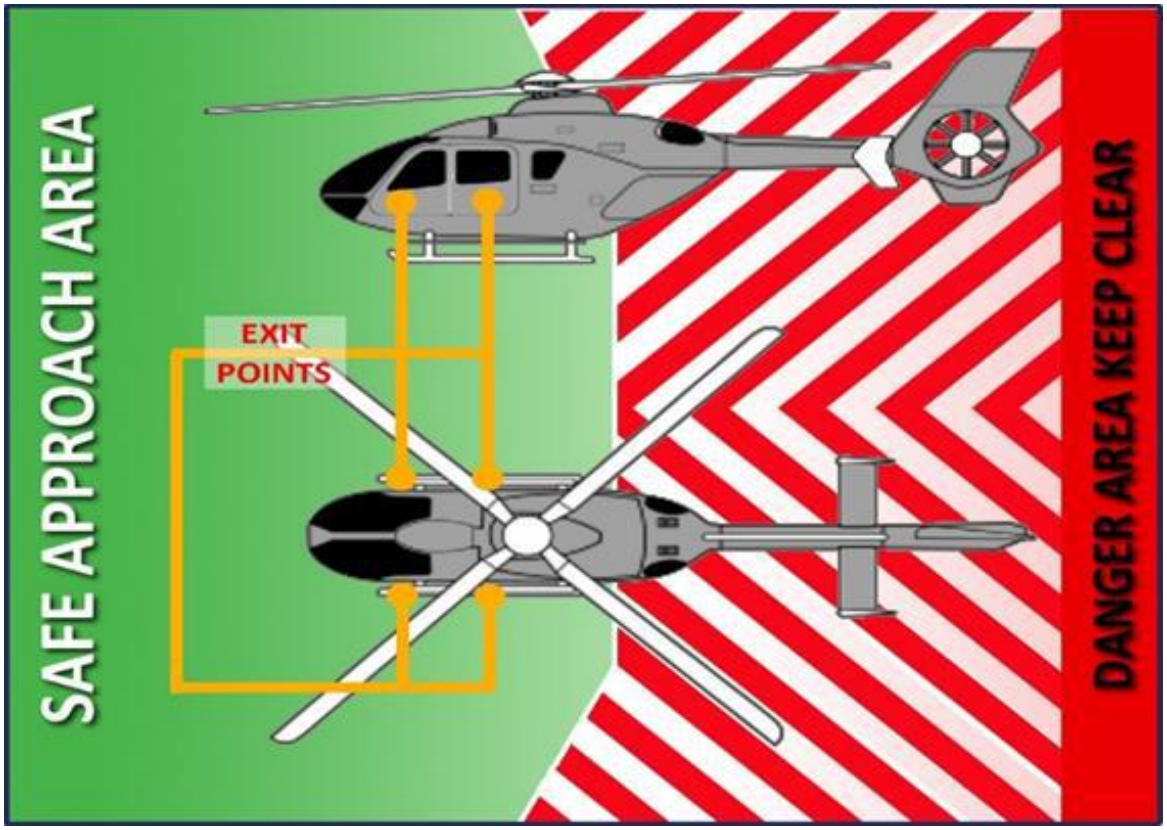


Fig 5 safe approach zones

6.14 Signals

If it is safe to approach the helicopter, the PIC will provide the signal by pointing a thumb up and nodding their head; the signal at night will be two flashes of the aircraft search light / portable torch.

If it is unsafe to approach the helicopter, the PIC will provide the signal by pointing a thumb down and shaking their head; the signal at night is for the search light to remain on and not flashing.

Fig 6 safety around operating aircraft

7.0 Aircraft Operations

It is the responsibility of the aircraft operator to ensure that all operations are conducted in compliance with current CASA regulations.

7.1 Flight Paths and Flight Planning

The aircraft operator will ensure that all aircrew have access to onsite weather information and any other relevant information required for flight planning purposes – NOTAMS etc.

Newcastle relevant waypoints along with standard flight plans for MPTs are stored in the Garmin 430/530 units. The units are normally configured in cross fill mode, but they can be changed from this mode if required.

The PIC must reconfigure the GPS on shut down if automatic cross fill is deselected.

Load the relevant flight plan and select an initial HDG and an ALT reference. Standard altitude references are 1000ft by day or 1500ft by night.

RAAF Williamtown (YWLM) have produced a Letter of Agreement that provides an area of operation and heights using specific "Flight paths" known as Bridge and Lighthouse.

Approved Flight Paths - The northern Route B is the preferred route for contract satisfaction and noise minimisation. However, the route selection can be dictated by the wind direction, ATC requirements, weather, etc., at the helipad. The altitude will be governed by the route chosen and the night or day transfer clearance received from Willy Approach but will generally be not above 1500 feet.

The aircraft operator provides Port Authority with access to its aircraft tracking software, to allow for compliance monitoring of the flight paths used

7.2 Noise and Fly Neighbourly

Pilots must be particularly aware of the helicopter noise associated with these operations and conduct all operations in a 'fly neighbourly' manner, but without compromising safety.

A noise sensitive area is established at the southern end of the Basin. This area is to be avoided unless operationally required. All basin approaches and departures will be conducted as close to the 'Tug Berths' as possible without compromising safety.

The Environmental Impact Statement approved under DA98/1262 and its associated noise monitoring is based on flights tracking along the river to the end of the breakwater [Route A or Lighthouse] at 1000/500 feet, or by flying up the river towards the Stockton Bridge [Route B or Bridge] and crossing the coast over Fort Wallace north of Stockton at 1000' by day and 1500 feet by night.

Extended ground running of aircraft for maintenance purposes is to be avoided. Where possible ground runs should be restricted to business hours Monday – Friday and only conducted outside of these times by exception. A log of all ground runs, including date, time, duration, and purpose shall be maintained on site.

7.3 Preferred Transfer route

The northern Route B is the preferred route for contract satisfaction and noise minimisation. However, the route selection can be dictated by ATC requirements and weather, etc. at the helipad. The altitude will be governed by the route chosen and the night or day transfer clearance received from Willy Approach but will generally be not above 1500 feet. A register of all instances when Flight Path A is utilised must be maintained and include the date, time, and reason for using Flightpath A as a minimum.

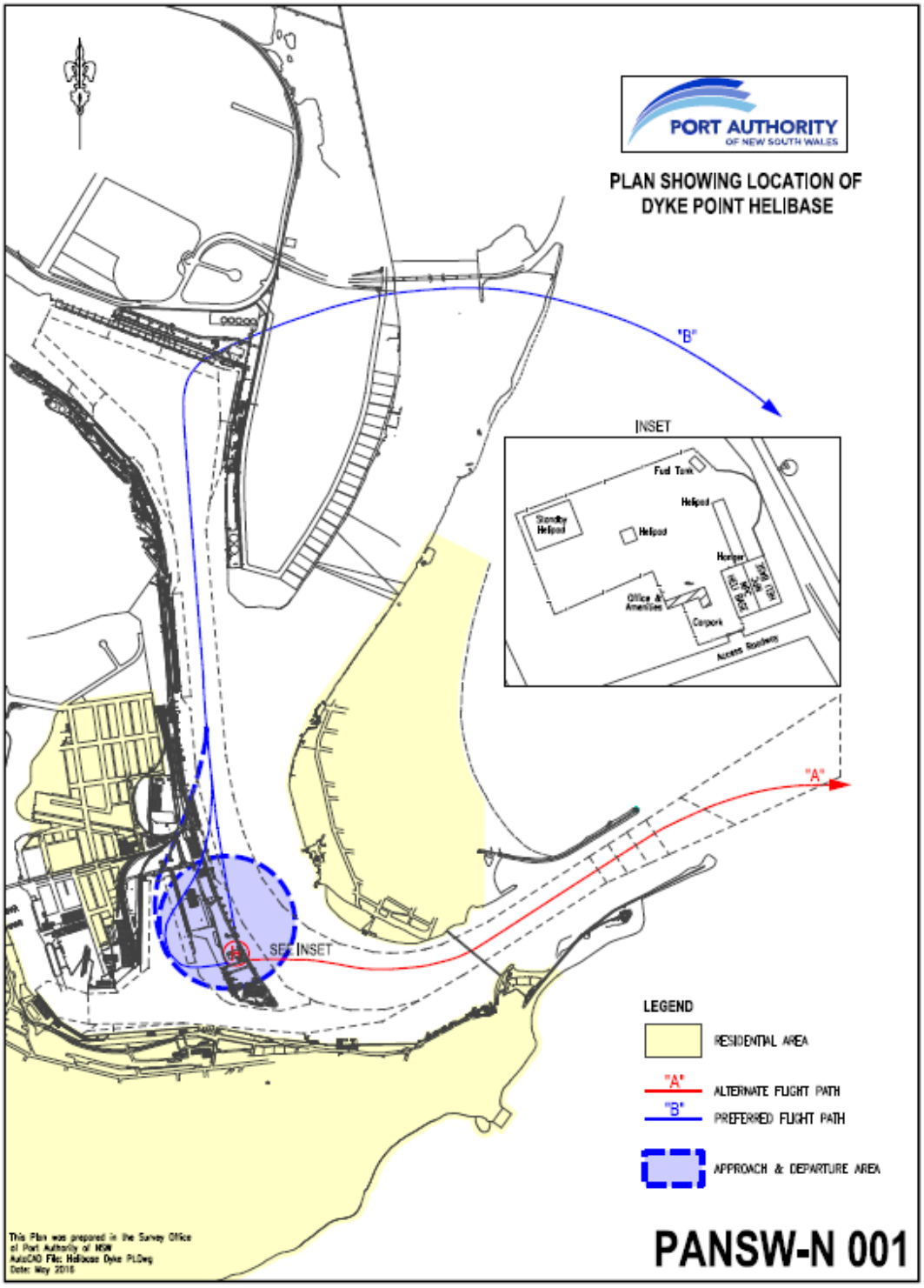


Fig 7 – Preferred flight paths

7.4 Approved Take Off and Landing Area

The approved take-off and landing area as per the Consent is the Dyke Point Helibase site, utilizing the main Helipad area. The helicopter operator is required to internally assess operational suitability of the site prior to commencing operations.

Fig 8 Dyke point Helipad overview

7.5 Incident Management and Emergency Response

All incidents or accidents will be immediately notified to the Senior Base Pilot and Port Authority.

If required, the Emergency Response Plan (ERP) of the aircraft operator will be initiated based on the scenario being experienced. This may be to deal with:

- An aircraft accident (aircraft overdue, accident, in-flight emergency, or ground emergency)
- Serious incident
- Bomb threat
- Adverse weather event
- Earthquake, Tsunami
- Pandemic or infectious disease
- Medical emergency
- Vehicle accident
- Hazardous chemical spill/emergency,
- or any other significant event.

All staff are required to read the fire and evacuation plans located at all hangar and office access points, participate in training drills and be aware of their responsibilities and procedures indicated in the ERP.

Incident response involving the aircraft is led by the Incident Management Team (IMT) utilizing the checklists and guidance within the Emergency Response Plan. Incident response involving the helipad site will be coordinated by staff on site and supported by Port Authority and the aircraft operators management. An IMT will be formed if the scale of the incident requires it.

RESERVED FOR BASE EVACUATION PLAN

Port Authority of NSW

HLS Daily & Weekly Inspection Checklist

The checks contained in the table below must be completed at the frequency indicated and records kept of the checks having been completed. Any deficiencies discovered must be reported to Port Authority's representative to facilitate rectification. **Checklist Item**	Daily	Weekly
Security		
Pedestrian door locking mechanism and door condition		
Fencing secure, gates locked, general condition		
HLS Area		
Clear of FOD		
Surface condition suitable/no damage		
Windsock present and in good condition		
Approach and Departure paths checked for obstructions		
Grass – mowing required		
Wildlife - sightings		
Lighting		
Windsock		
HLS general		
Helicopter Trolleys		
Serviceable Condition		
Clear of FOD		
Crash Box Contents/PPE		
Visual check – all contents accounted for, general condition		
Fire Suppression Equipment		
Visual check for condition		
General Facility Maintenance		
Safety signs in good condition / visible		
Refuelling Equipment Checks		
Bonding Leads – Fuel Delivery System		
Bonding Leads – Fuel Testing Equipment		
Emergency Shut-off serviceable		
Hoses – visual check for condition		
Hoses – stowed correctly		
Fuel Tank Delivery system– visual check for leaks		
Fuel Quantity recorded		
Bund drain is closed and padlocked		
Fuel Quality Checks (Clear and Bright. Check for sediment and free water. SWD test to confirm no water in suspension. Test to be repeated until positive results are achieved)		

Fig 7 Daily & Weekly Inspection checklist

Australian Government

Civil Aviation Safety Authority

AIR NAVIGATION, AIRSPACE AND AERODROMES BRANCH

13 December 2019

Michael John COTTERILL
23 Solsona Approach
PORT KENNEDY WA 6172

Email: hossdog@bigpond.com

Dear Mr Cotterill,

RE: Approval to Conduct Aerodrome Safety Inspections at Registered Aerodromes CASA.ADSAF.0040

I refer to your application for approval to conduct aerodrome safety inspections at registered aerodromes dated 26 June 2019. Your application has been assessed against regulation 139.320 of the *Civil Aviation Safety Regulations 1998* (CASR) and was approved. The approval is subject to the following conditions:

1. This approval does not permit the individual, acting as an Approved Person on behalf of CASA, to carry out an instrument survey as part of a safety inspection. The instrument survey of an aerodrome's approach, take-off and transitional surfaces must be completed by an appropriately qualified person.

This approval is valid from 13 December 2019 and expires on 12 December 2024.

Your conduct as an aerodrome safety inspector may be the subject of surveillance of officers of this Authority. This function and any day-to-day matters in relation to your approval will normally be performed on behalf of the Authority by Mark Richard BUCKSEY as the Aerodrome Inspector assigned to your approval.

Reconciliation of your account has been finalised and there are no adjustments to be made to the initial estimated costs that you have already paid.

If you should require additional information or guidance on any of the above matters, please contact your Aerodrome Inspector on the CASA National number 131 757.

Yours faithfully,

Mark Bucksey
Aerodrome Inspector
Air Navigation, Airspace & Aerodromes
National Operations & Standards

Aerodrome Management Services Pty Ltd

A Registered Training Organisation
National Provider Number 52413

CERTIFICATE OF COMPLETION

This is to certify that

MICHAEL COTTERILL

has successfully completed

AERODROME REPORTING AND WORK SAFETY OFFICER REFRESHER

This course was completed on

29 MARCH 2017

Industry recommends full course attendance two years after the above date.
Please contact Aerodrome Management Services Pty Ltd at this time - training@amsaustralia.com

Kevin Thomas
Managing Director