



## NOTICE OF MEETING

Notice is given that a meeting of the Airfield Management Committee will be held in the Terminal Building at the Manjimup Airfield on Wednesday 11 September 2024, commencing at 5:30 pm.

Apologies to be directed to Nicole Chapman on 9771 7742.

Benjamin (Ben) Rose  
**Chief Executive Officer**

22 August 2024

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### FUNCTIONS OF COMMITTEE

1. *To manage and maintain Manjimup Airfield and associated facilities in accordance with Council's policy and the guidelines laid down by Air Services Australia and the Civil Aviation Safety Authority;*
2. *Carry out voluntary and contributory maintenance activities within the annual allocated operating budget;*
3. *To advise Council on matters relating to Airfield policy; and*
4. *To advise Council on the future development of the airfield (at the existing or alternative locations).*

#### **Important Matters for the Attention of Meeting Attendees:**

- To ensure the proceedings are accurately recorded, this meeting may be electronically recorded in accordance with clause 6.16 of the Shire of Manjimup's Standing Orders Local Law 2013; and
- Any recommendations in this meeting are unable to be acted upon until such time as the recommendations are endorsed by Council, with the exception of recommendations that are of an administrative nature.

### AGENDA

1. **OPENING OF MEETING**  
The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region, and we pay our respects to their Elders past and present.
2. **ATTENDANCE/APOLOGIES**
3. **DECLARATION OF INTEREST**
4. **PUBLIC QUESTION TIME**

**5. CONFIRMATION OF MINUTES OF MEETING HELD ON 12 JUNE 2024**

**Recommendation:**

*"That the Minutes of the meeting of the Airfield Management Committee held on Wednesday 12 June 2024 be adopted as a true record of proceedings."*

**ATTACHMENT: 1 (previous minutes)**

**6. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS**

**MOVED: Cr Winfield**

**SECONDED: Cr Eiby**

**29576**

**That Council:**

- 1. Receive the unconfirmed Minutes of the Airfield Management Committee Meeting held 12 June 2024, as shown in attachment: 9.15.1(1); and**
- 2. Amend the Airfield Management Committee Terms of Reference removing Sean Tysoe as Deputy Airfield Reporting Officer and showing position as vacant, as shown in attachment 9.15.1(2).**

**CARRIED: 8/0**

**7. MATTERS ARISING FROM PREVIOUS MINUTES**

- 7.1. DBCA water supply proposal

**8. CORRESPONDENCE**

**8.1. Inwards**

- 8.1.1. Confirmation of Aerodrome Chart – Airservices Australia
- 8.1.2. ATI Corrective plan request - CASA
- 8.1.3. Email response to vegetation management letter – J Spooren & N Rooney
- 8.1.4. Global reporting format update – CASA
- 8.1.5. Request for additional freezer trailer – DBCA
- 8.1.6. Acknowledgement of extra electricity charges for additional freezer trailer – DBCA
- 8.1.7. Additional information regarding Feasibility Study review – AMS

**8.2 Outwards**

- 8.2.1 ATI report – CASA
- 8.2.2 Vegetation management letter – J Spooren & N Rooney
- 8.2.3 ATI corrective action plan 2024 - CASA
- 8.2.4 Reply to vegetation management email – J Spooren & N Rooney
- 8.2.5 Request for Feasibility Study review – MSS Group
- 8.2.6 Request for Feasibility Study review – AMS
- 8.2.7 Reply to request for additional Freezer trailer - DBCA

**9. REPORTS**

- 9.1. **Financial – Suketu Bhatt**
- 9.2. **Airfield Reporting Officer – Max Lefroy**
- 9.3. **Deputy Airfield Reporting Officer (Wildlife Report) - Bruce Ward**
- 9.4. **Aero Club – Peter Casonato**
- 9.5. **Local Pilot – Shane Hawily**
- 9.6. **St John Ambulance – Barbara Hunter**
- 9.7. **DBCA – John McKenzie**

**10. NEW BUSINESS**

- 10.1 CCTV backup system
- 10.2 Airport landing and take-off charges

**11. NEXT MEETING**

11 December 2024

**12. MEETING CLOSED**

