

F170380

**SHIRE OF MANJIMUP
AIRFIELD MANAGEMENT COMMITTEE**

Minutes of the Airfield Management Committee Meeting held
13 December 2023 at the Airfield Terminal Building
commencing at 5:30pm.



1. DECLARATION OF OPENING

Catherine Mills declared the meeting open at 5:30pm with the Shire of Manjimup respectfully acknowledging the Noongar people as the Traditional Custodians of the lands on which we live, work and gather and we pay our respects to their Elders past, present and in the future.

2. PRESENT

Cr Cliff Winfield – Council Representative
Catherine Mills – Manager Technical Services, Shire of Manjimup
Max Lefroy – Airfield Reporting Officer
Bruce Ward – Deputy Airfield Reporting Officer
Jeffrey Bennett – DBCA
Barbara Hunter – St John Ambulance
Nicole Chapman – Minute Taker

APOLOGIES

Sean Tysoe – Deputy Airfield Reporting Officer
Shane Hawily – Local Pilot Representative

ABSENT

Peter Casonato – Manjimup Aero Club

GUESTS

Ben Rose – CEO
Donelle Buegge – Shire President entered at 5.35 pm

3. DECLARATION OF INTEREST

Nil.

4. ELECTION OF CHAIRPERSON

Catherine Mills nominated Cr Cliff Winfield as Chairperson of the Airfield Management Committee. Cr Winfield accepted.

MOVED: Mills, C SECONDED: Lefroy, M CARRIED: 6/0

5. PUBLIC ATTENDANCE / QUESTION TIME

Nil

6. CONFIRMATION OF MINUTES OF MEETING HELD 13 SEPTEMBER 2023

“That the Minutes of the meeting of the Airfield Management Committee held on Wednesday 13 September 2023 be adopted as a true record of proceedings.”

MOVED: Lefroy, M SECONDED: Ward, B CARRIED: 6/0

7. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS

MOVED: Winfield, C SECONDED: Eiby, W

29362

That Council:

- 1. Receive the unconfirmed Minutes of the Airfield Management Committee meeting held 13 September 2023, as shown in Attachment:9.15.2 (1).**
- 2. Approve the nomination of Jeffrey Bennett as The Department of Biodiversity Conservation and Attractions representative;**
- 3. Approve the nomination of Alison Raper as the Department of Biodiversity Conservation and Attractions proxy representative;**
- 4. Adopt the amended Terms of Reference as shown in Appendix: 9.15.2(A); and**
- 5. Approve the transfer of \$20,000 from the Airfield Construction and Maintenance Reserve to the 2023/24 Airfield Maintenance operational budget for the required line marking.**

Description	Current Budget	Amended Budget	Variation
Transfer from Airfield Construction and Maintenance Reserve	(\$70,784)	(\$90,784)	(\$20,000)
Airfield Maintenance	\$20,647	\$40,647	\$20,000
Net Rate Funds			\$0

CARRIED: 9/0

COUNCIL RESOLUTION:

MOVED: Ventris, M SECONDED: Eiby, W

29284

That Council:

- 1. Pursuant to Section 5.10 of the *Local Government Act 1995* make the following appointments to the Airfield Management Committee for the biennial period 24 October 2023 to 18 October 2025; and**

Cr Cliff Winfield	Councillor
Cr Wendy Eiby	Councillor (Proxy)
Catherine Mills	Manager Technical Services
Michael Leers	Director Works and Services (Proxy)
Max Lefroy	Airport Reporting Officer
Sean Tysoe	Deputy Reporting Officer
Bruce Ward	Deputy Reporting Officer
Gavin Ladhams	Deputy Airport Reporting Officer (Proxy)
Peter Casonato	Representative Manjimup Aero Club
Nathan Ramage	Representative DBCA
Jeffery Bennet	Representative DBCA (Proxy)
Shane Hawily	Representative Local Pilot
Barbara Hunter	Representative St John Ambulance
Shane Clark	Representative St John Ambulance (Proxy)

- 2. Confirm the Terms of Reference for the Airfield Management Committee as provided in Attachment: 9.15.1(1).**

CARRIED: 9/0

Shire President Donelle Buegge entered 5.35 pm

8. MATTERS ARISING FROM PREVIOUS MINUTES

- 8.1. DBCA water supply proposal**
- 8.2. ATI – fixed wing planes using Taxiway Delta**
- 8.3. ATI – Taxiway for firebombers to access fuel facility**

9. CORRESPONDENCE

9.1. Inwards

- 9.1.1. Round 10 of the remote airstrip upgrade funding**
- 9.1.2. Fire Retardant delivery - DBCA**
- 9.1.3. Airport lights repair quote – Warren Electrical Service**
- 9.1.4. Airport weed spraying**
- 9.1.5. Laser Trial - DPIRD**

9.2 Outwards

9.2.1 Fire Retardant delivery - DBCA

9.2.2 Laser Trial - DPIRD

10. REPORTS

10.1 Financial – Catherine Mills

- \$19,608 left in the budget. Utilities estimated at \$4,000 for the remainder of the financial year , Airport Technical Inspection approximately \$6300. Discussion carried out on priority of works from now until June 2024.

10.2 Airfield Reporting Officer – Max Lefroy

- DBCA access to Taxiway Delta hanger and main gates, reminder that protocol for access must be maintained. Shire of Manjimup Airside Access Policy to be updated and training implemented.
- Sweeping to Taxiway Charlie completed. Seal to be inspected to determine if a minor re-seal is required.
- St John Ambulance gate key left onsite for access to visiting St John's Ambulance crew.
- Keypad lock suggested for access to St Johns treatment/holding room

10.3 Deputy Airfield Reporting Officer (Wildlife Report) - Bruce Ward

- September Wildlife Report – 40 Black Cockatoos, 1 Crow, 42 Magpies, 32 Pink and Grey Galah, 1 Swamp Harrier, 4 other
- October Wildlife Report – 4 Black Cockatoos, 2 Crows, 106 Ibis, 8 Magpie, 4 other, 1 Pink and Grey Galah
- November Wildlife Report – 1 Ibis, 7 Magpies
- Spotter training sessions held 6 November – 4 attendees
15 November – 2 attendees

10.4 Aero Club – Peter Casonato

- Nil

10.5 Local Pilot – Shane Hawily

- Nil

10.6 St John Ambulance – Barbara Hunter

- Air-Conditioner not working. Also noted that there is no circuit breaker in the Meter Box for the Air-Conditioner.
- Emergency Chopper Pilots currently refueling in Busselton.

10.7 DBCA – Jeffrey Bennett

- Update to DBCA representative – John McKenzie. Jeffrey Bennett will be proxy - see discussion and Motion in Item 11.2
- Water bombers commenced operations approximately 3 weeks ahead of schedule on 23 November.

11. NEW BUSINESS

11.1 Proposed Meeting Dates 2024

- 13 March, 12 June, 11 September and 11 December.

11.2 Terms of Reference

Accepting the Resignation of Catherine Mills – Manager of Technical Services
Manager of Technical Services position to become vacant.

Nomination of DBCA representative John McKenzie and Jeffrey Bennett as Proxy for DBCA, and minor administration errors to be rectified.

MOTION

Amend the Terms of Reference as per attachment 11.2 (1)

MOVED: Mills, C

SECONDED: Winfield, C

CARRIED: 6/0

10. NEXT MEETING

13 March 2024 at the Airfield Terminal Building.

11. MEETING CLOSED

The meeting was closed by Chairperson, Cr Cliff Winfield at 6.12pm.