

MINUTES



NARROGIN AIRPORT COMMITTEE

Date: Monday 4 September 2017
Time: 5.00 pm
Venue: Meeting Room, 89 Earl Street, Narrogin

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MINUTES

NARROGIN AIRPORT COMMITTEE

4 September 2017

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

5.05 pm – President Ballard declared the meeting open and welcomed visitors.

2. RECORD OF ATTENDANCE AND APOLOGIES

Committee Members

President L Ballard

Deputy

Cr G Ballard

Staff

Mr T Evans – Executive Manager Technical and Rural Services (EMTRS)

Ms W Russell – Executive Support Officer (ESO) - minutes

Mr A Cook – Chief Executive Officer (CEO)

Apologies

Deputy President T Wiese

Cr M Fisher

Cr C Ward

Mr G Hansen – DFES & St John

Guests

Mr H Leach – Narrogin Flying Club

Mr D Harrington – Narrogin Gliding Club

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr G Ballard

Seconded: President L Ballard

That the Committee:

Accept the minutes of the Narrogin Airport Committee Meeting held on 18 July 2017 and be confirmed as an accurate record of proceedings.

CARRIED 2/0

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

5. MATTERS WHICH REQUIRE DISCUSSION

5.1 TERMS OF REFERENCE - REVISION

Applicant: Shire President Ballard – Airport Committee Chairman
Date: 10 August 2017
Author: Torre Evans – Executive Manager Technical & Rural Services

Attachments

- Attachment 1 – Revised Terms Of Reference Airport Committee

Summary

The Airport Committee is requested to endorse the revised Airport Committee Terms of Reference so that it can be presented to Council as an agenda item for adoption.

Background

At the Airport Committee meeting held on 18 July 2017, the Chairman – Shire President Ballard, suggested that the Airport Committee Terms of Reference may need to be revised to include other interested parties i.e. a representative from the Narrogin Gliding Club, the Narrogin Flying Club and St Johns Ambulance. It was also asked that the EMTRS represent the revised Airport Committee Terms of Reference to the next Airport Committee meeting.

Comment

Nil

Consultation

- Shire President Ballard – Airport Committee Chairman
- Aaron Cook – Chief Executive Officer

Statutory Environment

The majority of Committees are established under the Local Government Act 1995 –

- s.5.8 to s.5.18 – Committees and their meetings.

- s.5.19 to s.5.25 – Matters affecting Council and Committee meetings.

- s.5.59 to s.5.90 – Financial interests, declarations, gifts etc.

Also refer to Local Government (Administration) Regulations 1996 –

- r.4 to r.14B – Committees and committee meetings.

Extracted from Shire of Narrogin Committees – Establishment and Terms of Reference – Appendix 1

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

COMMITTEE RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr G Ballard

Seconded: President L Ballard

That the Committee:

Endorse the revised Airport Committee Terms of Reference as presented and for the Executive Manager Technical & Rural Services to present the revised Airport Committee Terms of Reference to the next available Council meeting as an agenda item for adoption.

CARRIED 2/0

1.2 Narrogin Airport Committee

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History Established 25 October 2016

Establishment

Objectives To advise Council on –

- airport development
- airport services
- airport infrastructure
- user and lessee management

Membership

Composition resolved by Council	
Nomination of	No
Elected members, including ex-officio	4
Employees, including ex-officio	0
Other persons – Community at large	0
Specified organisations:	
Narrogin Gliding Club	1
Narrogin Flying Club	1
St Johns Ambulance	1
Total Membership	7
Quorum	4

Meetings Appendix 1 – Standard conditions for establishment of Council

Committees **Administrative Support**

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Executive Support Officer, Technical & Rural Services

Role and Scope of Committee

1. To investigate, plan and report on options and proposals for airport development and expansion.
2. To review existing services (user access, navigation, emergency response etc.) and ensure highest practicable standard is maintained.
3. To monitor the physical infrastructure (runway, buildings, fencing, equipment etc.).
4. To provide a further avenue of communication and consultation between Council, users and lessees of land, or buildings, and advise Council on the management of facilities.

– End of TOR

Notes

5.2 LOCATION OF NEW 160,000 LITRE WATER TANK – WATER BOMBERS RE-FILL

Applicant: Shire President Ballard – Airport Committee Chairman
Date: 10 August 2017
Author: Torre Evans – Executive Manager Technical & Rural Services

Attachments

- Attachment 1 – Aerial Map of Narrogin Airport with the proposed location of the 160,000ltr Water Tank.

Summary

The Airport Committee is requested to consider endorsing the location of the 160,000ltr water tank at Narrogin Airport as presented in attachment 1, for the purpose of refilling water bomber planes for firefighting.

Background

At the Airport Committee meeting held on 18 July 2017 discussion was held regarding the best location for a 160,000ltr water tank at the Narrogin Airport for the purpose of filling firefighting water bomber planes.

Concerns were raised from the Narrogin Gliding Club – Mr Harrington, that the current location (near the apron of the Narrogin Flying Club / St Johns Ambulance Transfer Point) was not the best location due to:

- Further encroaching onto the Narrogin Gliding Clubs leased area and
- Also the possibility of a clash with the Royal Flying Doctor Service with an emergency pick up and a fire fighting event.

Mr Harrington advised that a more suitable location for the new water tank would be in a Council owned reserve some 300mtrs west of the current location (attachment 1).

The Committee asked that the EMTRS and EMDRS meet with the Narrogin Gliding and Flying Clubs, Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service (DPAW) and any other concerned parties to discuss the new proposed location (attachment 1).

Comment

The EMTRS and EMDRS met with Gliding Club representative Mr Harrington and Flying Club representative Mr Leach at the new proposed location for placement of the 160,000ltr water tank. Mr Harrington and Mr Leach were both in favour of this location (attachment 1). Mr Harrington and Mr Leach both advised that the new proposed location would satisfy landing and take-off requirements for water bomber planes.

A further meeting was held between EMTRS, DPAW representative Mr Mitch Davies and aviation Technical Advisor Mr Mark Dixon who was recommended to assist with the location process by Mr Greg Durell – DPAW.

Mr Dixon was in favour of the new proposed location (attachment 1) and advised that this position would be compliant with Civil Aviation Safety Authority - CASA regulations and would satisfy landing and take-off requirements for water bomber planes. Further information was advised by Mr Dixon regarding the tidy up of an apron area (currently gravel) and the recommendation that in the future a sealed apron area be constructed to assist water bomber planes to refill off the runway and near to the new proposed tank location.

Consultation

- Azhar Awang – Executive Manager Development and Regulatory Services
- Josiah Farrell – Shire Building Surveyor
- Mr Harrington – Narrogin Gliding Club
- Mr Leach – Narrogin Flying Club
- Mr Mitch Davies – DPAW
- Mr Mark Dixon – Aviation Technical Advisor

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

- \$450.00 for the purchase of a new garden shed to house the water pump and foaming mechanism
- \$1000.00 in kind labour to construct the garden shed and sand pad for the new tank

This can be contained within the current adopted budget.

Strategic Implications

Nil

COMMITTEE RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr G Ballard

Seconded: President L Ballard

That the Committee:

Endorse the new proposed location of the 160,000ltr water tank at the Narrogin Airport as presented in attachment 1 for the purpose of refilling water bomber planes for firefighting.

CARRIED 2/0



Proposed Tank Site

400 mtrs

2194

NARROGIN, SHIRE OF

1150 mtrs

2202

Landgate

Landgate

5.3 RETRIEVING OF GLIDERS FROM PADDOCKS IN RESTRICTED BURNING OR FIRE BAN PERIODS - POLICY

Applicant: Shire President Ballard – Airport Committee Chairman
Date: 10 August 2017
Author: Torre Evans – Executive Manager Technical & Rural Services

Attachments

- Attachment 1 – email from Trevor Sweening
- Attachment 2 – Letter from the Shire of Beverly

Summary

The Airport Committee is asked to consider endorsing a list of requests being made to the Narrogin Gliding Club when retrieving gliders by tow planes from paddocks during restricted burning periods or declared total fire bans.

Background

At the 18 July 2017 Narrogin Airport Committee meeting, the topic of retrieving gliders from farming paddocks was discussed. This was initially raised by Councillor Walker at the July 2017 Monthly Briefing Session whereby he raised concerns about the retrieval planes not contacting the land owner when in view of the farm residence and the likelihood of an accidental fire starting during the process in a prohibited burning or fire ban period.

Mr Harrington of the Narrogin Gliding Club advised the Committee at the 18 July meeting that he had been working with the gliding club to try where possible to contact farmers in the event that the retrieval of a glider from a paddock was required. Mr Harrington advised that this was the practice of the Club however he would raise it again with the Club.

Chairman – Shire President Ballard received correspondence via Mr Trevor Sweeny from Mr Troy Granville – Community Emergency Services Manager of the Shire of Beverly regarding the retrieval of Gliders from paddocks during prohibited burning or fire ban periods as this was raised as an issue with the Shire of Beverly. See attachments 1 and 2.

Comment

It is the intention of the Chairman - Shire President Ballard for the committee to endorse a request to the Narrogin Gliding Club, to consider the recommendations below, in relation to the retrieval of gliders by tow planes from paddocks during restricted burning periods of declared total fire bans, be followed:

- Carry a fire extinguisher(s) suitable for the suppression of electrical, fuel and grass fires that have been maintained and inspected as per AS 2444-2001,
- Maintain tow planes in mechanically sound condition,
- Use approved spark arrest muffler systems and elevated exhausts on aircraft,
- Land only in stubble not higher than the tyres on the tow plane,
- Take all reasonable precautions to prevent the spread of bushfire, and
- Make all attempts to contact the land owner prior to the retrieval of a glider where practicable.

Consultation

Shire President Ballard – Chairman, Narrogin Airport Committee

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

OFFICER'S RECOMMENDATION

That the Committee:

Endorse a request being made to the Narrogin Gliding Club to consider adopting the following recommendations:

- Carry a fire extinguisher(s) suitable for the suppression of electrical, fuel and grass fires that have been maintained and inspected as per AS 2444-2001,
- Maintain tow planes in mechanically sound condition,
- Use approved spark arrest muffler systems and elevated exhausts on aircraft,
- Land only in stubble not higher than the tyres on the tow plane,
- Take all reasonable precautions to prevent the spread of bushfire, and
- Make all attempts to contact the land owner prior to the retrieval of a glider where practicable.

when retrieving gliders by tow planes from paddocks during restricted burning periods or declared total fire bans.

COMMITTEE RESOLUTION

Moved: Cr G Ballard

Seconded: President L Ballard

That the Committee:

Endorse a request being made to the Narrogin Gliding Club to consider adopting the following recommendations:

- Carry a fire extinguisher(s) suitable for the suppression of electrical, fuel and grass fires that have been maintained and inspected as per AS 2444-2001,
- Maintain tow planes in mechanically sound condition,
- Use approved spark arrest muffler systems and elevated exhausts on aircraft,
- Land only in the barest paddock available,
- Take all reasonable precautions to prevent the spread of bushfire, and
- Make all attempts to contact the land owner prior to the retrieval of a glider where practicable.

CARRIED 2/0

Email from Trevor Sweeting

From: Trevor Sweeting [<mailto:tmsweet@bigpond.net.au>]

Sent: Thursday, 20 July 2017 8:09 AM

To: Leigh Ballard <leigh@ballardseeds.com.au>

Cc: harro@treko.net.au; mittsy10@bigpond.net.au; Cecil Cain <cecilcain77@gmail.com>

Subject: FW: Retrieves and Beverley Shire

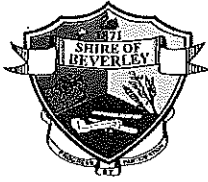
Leigh

I believe the subject of the retrieving of a glider from a farmer's paddock without his/her consent came up during the airport committee meeting. I attach a letter from the Beverley Shire concerning the same topic. If you wished me to attend the next meeting to put our case forward for retrieving in the future I would be there. I have been retrieving gliders with power aircraft tugs since 1975 so have a hands on knowledge of procedures as Doug Harrington also does now. It is difficult and almost impossible to know which farmer owns the paddock the glider has landed in. Contacting the farmer if you did know is another thing all together.

Regards

Trevor Sweeting

NGC



File Ref: ADM 0208
Enquiries: CEO

Mr R McInnes
2/10 Hope Road
ARDROSS WA 6153

Dear Roy,

I write to confirm an outcome from the Beverley Bush Fire Advisory Committee (BFAC) meeting held on 21st September 2016.

During this meeting the issue of the Beverley Soaring Society's (BSS) practise of retrieving gliders from paddocks during Restricted and Prohibited Burning Periods and declared Total Fire Bans was discussed.

The consensus of the BFAC was that the practises employed by the BSS have not caused any problems over their long history and thus the BFAC could see no reasons why these practises could not continue.

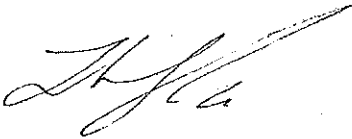
I understand that the BSS identified a concern with the existence of r. 39B. of the Bush Fires Regulations 1954 which states:

- (1) During the prohibited burning times or the restricted burning times a person shall not operate on any land an aeroplane that is being used for the purpose of or in connection with crop dusting, spraying, spreading of fertiliser or other agricultural purposes unless there is available at the site of landing a fire extinguisher together with not less than 150L of water in a suitable container.
- (3) A bush fire control officer may, subject to the directions, if any, of the local government by which he was appointed, issue to a person operating an aeroplane referred to in subregulation (1), or to the owner or occupier of the land used for the landing or taking off of the aeroplane, such directions as he considers necessary for the prevention of fire on that land and the person, owner or occupier, as the case may be, shall comply with these directions.

Whilst it appears apparent that retrieving a glider with a tow plane does not meet the definition of an aeroplane being used for agricultural purposes, notwithstanding, the following directions are issued for the retrieval of gliders by tow plane from paddocks during restricted and prohibited burning times and declared total fire bans:

1. Carry a fire extinguisher(s) suitable for the suppression of electrical, fuel and grass fires that have been maintained and inspected as per AS 2444-2001.
2. Maintain tow planes in mechanically sound condition.
3. Use approved muffler systems and elevated exhausts on aircraft.
4. Land only in stubble not higher than the tyres of the tow plane.
5. Take all reasonable precautions to prevent the spread of bushfire.

Yours sincerely,



Troy Granville

Community Emergency Services Manager
Shire of Beverley Fire Control Officer

12 June 2017

5.4 ROYAL FLYING DOCTOR SERVICE (RFDS) LINE MARKING NARROGIN AIRPORT

Applicant: Shire President Ballard – Airport Committee Chairman
Date: 10 August 2017
Author: Torre Evans – Executive Manager Technical & Rural Services

Attachments

Nil

Summary

At the 18 July Airport Committee meeting it was requested that the EMTRS contact the RFDS in regard to the current line marking for the RFDS at the Narrogin Airport to ascertain if it was satisfactory or were there requirements to make adjustments.

Contact was made with RFDS Head of Flying Operations Mr Albin Unger who explained that there has not been any complaints from any RFDS pilots at all in many years and in his opinion there was no need to make any alteration to current line marking at Narrogin Airport at this time.

Background

Nil

Comment

Nil

Consultation

- Head of Flying Operations Royal Flying Doctor Service – Mr Albin Unger

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

OFFICER'S RECOMMENDATION

Moved: Cr G Ballard

Seconded: President L Ballard

That the Committee:

Take no further action in this matter at this time.

CARRIED 2/0

6. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Discussion

Mr D Harrington from the Narrogin Gliding Club asked if the committee members would like copies of the Newsletter. He will send it to the Shire and it will be sent out to members of the Committee.

Mr D Harrington from the Narrogin Gliding Club and Mr H Leach from the Narrogin Flying Club bought up the issue of the renewal of their leases which are due in the next 12 months. President Ballard advised that this falls outside of the Terms of Reference for this committee, but that he would like to have the two leases negotiated at the same time. This would mean extending one lease so that both leases expire at the same time.

There is a large mud hole near the gate, it was asked if this could be filled

Action Required	By whom
Request Works crew to look at repairing the hole	Torre Evans

7. NEXT MEETING / CLOSE OF MEETING

Next meeting TBA.

5.24 pm President Ballard thanked everyone for their participation and declared the meeting closed.