

Notice of Meeting

AERODROME COMMITTEE

8 March 2022 at 5.30pm
Riverina Room 76 Capper Street Tumut

AGENDA

Acknowledgement to Country

We would like to acknowledge the traditional custodians of this land and pay respects to Elders past and present.

Present

1. Apologies

Declaration of Pecuniary Interest

Pursuant to Section 4 of the Code of Conduct, members are required to declare any direct or indirect pecuniary interest in any matters being considered by the Committee.

2. Minutes of Previous meeting

Minutes of meeting held 22 June 2021

RECOMMENDATION:

That the Minutes of the Aerodrome Committee meeting held on the 22 June 2021 be received and noted.

3. Business arising

4. Agenda Items

4.1 Aerodrome Committee Matters for March 2022 3

5. General Business

6. Next meeting

THE MINUTES OF THE AERODROME COMMITTEE MEETING HELD IN THE RIVERINA ROOM 76 CAPPER STREET TUMUT, ON TUESDAY 22 JUNE 2021

COMMENCING AT 5:30pm

PRESENT: Cllr John Larter (Councillor Delegate), Fred Kell, Graham Smith, Bridget Ryan, Craig Cullinger, Tom Moxey.

IN ATTENDANCE: Geoffrey Rotgans – Survey & Design Engineer (Council Delegate)
Andy Findlay – Project Manager (Aerodrome extension project)

BY TELEPHONE: Keith Tonkin – Aviation Projects (Consultant)

OBSERVER: Nil

1. APOLOGIES

AC3/21 RESOLVED

That the apologies from Jon Gregory – RFS, and Peter Wilson be accepted.

Craig Cullinger / Tom Moxey

2. MINUTES OF PREVIOUS MEETINGS

AC4/21 RESOLVED:

That the Minutes of the Aerodrome Committee Meeting held on 9 March 2021 be received.

Graham Smith / Tom Moxey

3 BUSINESS ARISING

Nil

4. AGENDA ITEMS

4.1 AERODROME MATTERS FOR JUNE 2021

Declaration of Pecuniary Interest:

Conflict of interest declared by Bridget Ryan as owner of land at True North Helicopters and within Tumut River Orchard Estate. Abstained from voting.

Bushfire Local Economic Recovery (BLER) Grant Infrastructure project:

Presentation on Bushfire Local Economic Recovery (BLER) grant infrastructure project moved to beginning of the agenda as this was done via video-link.

DISCUSSION:1. Bushfire Local Economic Recovery (BLER) grant infrastructure project:

Fred Kell – prefers a 23m strip width. The width of the runway strip could affect the approach procedure.

Bridget Ryan – North Extension would be complicated as they are non-contiguous lots under the same Lot/DP and are tied to housing and therefore mortgages/bank loans.

Clr John Larter – Council may seek to acquire all the lots so as not to disadvantage any residents.

Fred Kell – South extension would be better from the perspective of terrain, particularly considering the requirements on a twin engine aircraft with a single engine failure. Considers runway improvements to be in order of strength, width, length. Also suggested that the proposed northern taxiway should be the primary taxiway as it is closest to the former terminal building.

General discussion on the need for water at the aerodrome.

General discussion on whether ASIC cards are needed due to the aerodrome transitioning to certified? Should not need them unless RPT operates out of Tumut Aerodrome.

Aerodrome Terms of Reference:**RECOMMENDATION:**

That Council adopt the Aerodrome Committee Terms of Reference SVC-TofR-007-02 as endorsed by the Aerodrome Committee.

Graham Smith / Tom Moxey

Additional Hangar Space**RECOMMENDATION:**

That Council develop a proposal for additional hangar space and seek Expressions of Interest from the community.

Graham Smith / Tom Moxey

AC5/21 RESOLVED:

THAT THE COMMITTEE:

1. Note the progress of Regional Airport Program Round 1 (RAP1) grant infrastructure project.
2. Note the progress of Bushfire Local Economic Recovery (BLER) grant

infrastructure project and provide any comments or feedback as necessary.

Graham Smith / Tom Moxey

5 GENERAL BUSINESS

The issue of kangaroos at the north end of the runway was discussed. No solutions were raised.

Dumbbell has been displayed in signal circle due to the wet conditions of the grassed areas. May need re-painting.

6 NEXT MEETING

14 September 2021 at 5:30pm in the Riverina Room

There being no further business to discuss, the meeting closed at 7:34pm.

4. AGENDA ITEMS**4.1 AERODROME COMMITTEE MATTERS FOR MARCH 2022**

REPORT AUTHOR: SURVEY & DESIGN ENGINEER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR INFRASTRUCTURE

EXECUTIVE SUMMARY:

To inform the committee of strategic matters concerning the Tumut Aerodrome.

RECOMMENDATION:**THAT THE COMMITTEE:**

- 1. Receive the report on Aerodrome Matters for March 2022.**
- 2. Welcome Cr Mick Ivill and Cr John Larter to the Aerodrome Committee as Councillor Delegates.**
- 3. Recommend that Council adopt the changes to the Tumut Aerodrome Committee Terms of Reference.**
- 4. Note the correspondence to the Aerodrome Committee.**
- 5. Note the progress on Aerodrome Stage 2 works, Stage 1 works, and Future Hangar Space.**
- 6. Note the announcement by Minister for Emergency Services and Resilience for a RFS Fire Control Centre**

REPORT:**New Council and Councillor delegates assigned**

A new Council was elected at the 4 December 2021 election and the committee list was presented at the 20 January 2022 ordinary meeting where Councillor delegates were assigned to the committees. Councillors Mick Ivill and John Larter were confirmed as Councillor Delegates for the Aerodrome Committee.

Membership Forms

Committee members intending to remain a member of the Aerodrome Committee are respectfully requested to submit a new committee membership application form to Council, if they have not already done so.

Membership forms were included with the business paper for the March 2022 Aerodrome Committee meeting.

Changes to the Terms of Reference

The Tumut Aerodrome Committee Terms of Reference have been adjusted to bring the document into alignment with all the revised Terms of Reference documents. It has also been modified following legal advice and a decision by Council's Governance and Risk Team that chairs of committees must not be Councillors (they can of course assist the chair with advice on running the meeting).

Other documents guiding the conduct of committee members include the Council Committees Policy and Council Committees Operations Manual, both of which can be found on Council's website or copies requested from the Council staff Delegate.

Correspondence – Catalyst One – Lattice tower at Adjungbilly

Council received correspondence addressed to the Tumut Aerodrome Committee in October from Catalyst One. The email was regarding works associated with the Critical Communications Enhancement Program to ‘improve operational communications for emergency services organisations and essential service providers’. The proposal is for a new radiocommunications facility at Red Hill Road, Adjungbilly which will include a 50m lattice tower.

Due to the long time between meetings, this email was forwarded to members and one response was received. Those comments referred on to Catalyst One.

Status Update - Aerodrome Stage 2 works (BLER grant)

Council’s consultants, Aviation Projects, have prepared a safety case for a 90m wide runway strip which has been presented to CASA. At the time of writing, there is no indication as to how long it will take or if approval will be given. The entirety of the project hangs on this approval. The budget must be tightly controlled until it is known whether the project must be completely re-scoped to meet current standards.

The flood study, hydraulic/drainage design and civil works design is progressing whilst awaiting feedback from CASA.

Status Update – Aerodrome Stage 1 works (RAP1 grant)

The underspent funds are approved for use in stage 1b which is an extension to the RFS taxiway to connect it to the apron area with additional drainage. This ties into the plan for stage 2, but greatly changes the original design from stage 1, and therefore requires the full design from stage 2 to confirm levels. To proceed with construction will in all likelihood cause clashes between the two stages and waste resources in re-construction of the new works.

As such, this project is waiting for the Stage 2 designs and desirably will be executed in conjunction with Stage 2 works.

Status Update - Future Hangar Space

Council has agreed that it is important that new hangars be accommodated. It is proposed that the hangar area be prepared initially as part of and in conjunction with the Stage 2 construction staging area. While this will take longer to deliver, it presents significant efficiencies to be gained through this synergy.

Announcement of Fire Control Centre for Tumut Aerodrome

Funding of \$8 million has been announced for a Fire Control Centre (FCC) at Tumut Aerodrome.

The FCC will incorporate an operations centre, administration area, training facilities and a hangar.

Council has agreed to provide a parcel of land at Tumut Aerodrome for the facilities – the location of which is still unknown.

ATTACHMENTS

- 1 Email - Tumut Aerodrome Committee - Proposal to install a new NSW TA 45m Lattice tower [↓](#)
- 2 DRAFT Term of Reference [↓](#)

From: [REDACTED]<[REDACTED]@catalystone.com.au>
Sent: Mon, 1 Nov 2021 13:02:34 +1100
To: [REDACTED]<[REDACTED]@svc.nsw.gov.au>
Subject: RE: Attention Tumut Aerodrome Committee: Proposal to install a new NSW TA 45m Lattice tower at Lot 2 DP520278 Red Hill Road, Adjungbilly NSW 2727 (-35.11966°, 148.33335°)

Hi [REDACTED],

Many thanks for your email below.

The tower would be registered with air services once an approval has been obtained. We will wait for feedback from CASA with regards to lighting.

Kind regards,
[REDACTED]

From: [REDACTED]<[REDACTED]@svc.nsw.gov.au>
Sent: Friday, 29 October 2021 3:55 PM
To: [REDACTED]<[REDACTED]@catalystone.com.au>
Subject: RE: Attention Tumut Aerodrome Committee: Proposal to install a new NSW TA 45m Lattice tower at Lot 2 DP520278 Red Hill Road, Adjungbilly NSW 2727 (-35.11966°, 148.33335°)

CAUTION: This email originated from outside of the organization. Do not click on links or open attachments unless you recognize the sender and you were expecting the link / attachment. If in any doubt forward to it@catalystone.com.au to verify.

Hello [REDACTED],

Thanks for your engagement with the Tumut Aerodrome Committee regarding the proposed tower. As the committee will not meet again until the new year, I have forwarded your email to its members. Thus far, I have received one response – *“Presumably it (the tower) would be subject of record in relevant publications, and would have a red light atop.”*

I believe the red obstacle light would probably be optional in the case of this tower (it would be wise to check with CASA), but I know it is a requirement that you report the location to the vertical obstacle database held by Airservices so that it can be marked on the aviation charts. Their email is VOD@airservicesaustralia.com
I hope this helps.

If I receive further correspondence I will refer it to you.

Kind regards,
[REDACTED]



76 Capper Street, Tumut, NSW 2720
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F: 02 6941 2678
M:
W: www.snowyvalleys.nsw.gov.au

Leading, engaging and supporting strong and vibrant communities



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From: [REDACTED] <[\[REDACTED\]@catalystone.com.au](mailto:[REDACTED]@catalystone.com.au)>

Sent: Tuesday, 26 October 2021 8:29 AM

To: Info <Info@svc.nsw.gov.au>

Subject: Attention Tumut Aerodrome Committee: Proposal to install a new NSW TA 45m Lattice tower at Lot 2 DP520278 Red Hill Road, Adjungbilly NSW 2727 (-35.11966°, 148.33335°)

Dear Tumut Aerodrome Committee,

Catalyst has been engaged by the NSW Telco Authority (the Authority) to facilitate works associated with the Critical Communications Enhancement Program (CCEP). The Authority is expanding the Public Safety Network (PSN) to improve operational communications for emergency services organisations and essential service providers.

The Authority is proposing to establish a new radiocommunications facility at Lot 2 DP520278 Red Hill Road, Adjungbilly NSW 2727. The proposal will generally consist of:

- Installation of a new 50m lattice tower
- Installation of a new 5700mm dipole array antenna located on the top of the lattice tower
- Installation of a new parabolic dish at the 38m and 10m level.
- Ground works including a new equipment shelter and compound.

A copy of the preliminary drawings is attached. Google Earth data shows ground level to be RL of 738m at our site location (-35.11966°, 148.33335°).

The site of the proposed installation is located close to the Tumut Airport. We would appreciate it if you could review the proposal and advise whether the Tumut Aerodrome Committee would have any requirements for the proposal.

Should you require further information please do not hesitate to contact me.

catalyst

[REDACTED] | Senior Planner

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Aerodrome Committee Terms of Reference

ToR No: SVC-TofR-007-032

In addition to the Terms of Reference, the committee must abide by the Council Committees Policy and Council Committee Operation Manual.

1. NAME

The name of the Committee is the Aerodrome Committee.

The Aerodrome Committee is an advisory committee to Snowy Valleys Council.

2. STATUS

The Aerodrome Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

3. DELEGATION

All decisions of the Committee will constitute recommendations to Council and other major stakeholders where relevant.

2. PURPOSE

The purpose of the committee is to:

- Provide a forum for discussion of strategic planning issues relevant to the Tumut Aerodrome;
- Provide appropriate advice and recommendations on strategic matters relevant to the Tumut Aerodrome.

3. OBJECTIVES OF THE COMMITTEE

The Aerodrome Committee is an advisory committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The focus of the Committee shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's ~~Community Strategic Plan and its Delivery Program~~. Discussions should consider funding priorities, service levels and planning for a sustainable future.

Furthermore, the Aerodrome Committee shall provide comment on aerodrome matters, as presented in Aerodrome Committee reports.

Exclusions:

The Aerodrome Committee is not responsible for the day-to-day administration and operation of the Tumut Aerodrome. Any administrative and operational concerns shall be referred to Council through appropriate customer service channels.

Where a matter is deemed significant enough to warrant discussion and/or a recommendation to Council, it may be raised at a Committee meeting.

4. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) MEETINGS

Meetings will be held quarterly at 5:30 pm at locations within the Local Government Area of the Snowy Valleys Council. To ensure ongoing accountability and accessibility meetings can be in person or via video link. ~~Snowy Valleys Council.~~

b) MEMBERSHIP

Membership should consist of not less than three and not more than twelve voting members, inclusive of a Councillor representative. Membership should be representative of all communities within the Local Government Area.

b)c) CHAIRPERSON

The Chairperson, any voting member except a Councillor, shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year. The Chairperson ~~and~~ shall serve a term of one year. In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

e)d) SECRETARIAT

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

e)e) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

e)f) QUORUM

A quorum of the Committee will be half-plus-one (more than 50%) of appointed voting members present. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

The voting members present can determine whether they would like to continue with the meeting as an Inquorate Discussion. In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

~~In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion. In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.~~

f)g) ATTENDANCE OF NON-MEMBERS

All residents and rate payers of the Local Government Area can attend meetings of the committee.

g/h) MEDIA COMMENT AND CONFIDENTIALITY

The Committee must not make comments to the media on any matter without approval, ~~which is obtained through the nominated staff delegate, of Councils Communication and Engagement Team.~~

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

~~All residents and rate payers of the Local Government Area can attend meetings of the committee.~~

i) GENERAL OPERATIONS

Appointment, selection, membership and term will be in accordance with the Snowy Valleys Council Committee's Operation Manual and Policy. In addition, all members must abide by Council's Code of Conduct.

j) WORKING GROUPS

The committee is able to form Working Groups, as required, for specific purposes relating to the activity associated with the committee objectives.

5. AMENDING THE TERMS OF REFERENCE

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by adopted by a resolution at a formal meeting of the Snowy Valleys Council.

6. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	18 July 2019	M190/19	01/09/2020
2.0	15 July 2021	M153/21	01/09/2022
<u>3.0</u>			