
**AIRPORT COMMITTEE
TO BE HELD IN THE MURRAY ROOM ON
WEDNESDAY, 4 JUNE 2025 AT 5:00 PM**

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
- CL01 p5 Induction of Committee Members - Mandatory
- CL02 p14 Alleged Improper Lease Usage
- CL03 p36 Airport Masterplan
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DISTRIBUTION LIST

Councillor Christine Stead (Chair), Councillor Tony O'Grady, Councillor Anne Napoli, Garry Harriman (Community Representative), Jason Gordon (Community Representative), Michael Borg (Community Representative), Peter Little (Community Representative), Robert Ryan (Community Representative), Roslyn Frawley (Community Representative)

Director Sustainable Development, Joe Rizzo; Urban Strategic Design & Major Projects Manager, Peter Badenhorst; Airport Facility Coordinator, Graham Slingsby and Minute Secretary, Joanne Bollen

Quorum = 3

If you are unable to attend this meeting please notify the Minute Secretary prior to commencement of the meeting by email or by telephoning Council on 1300 176 077.

This Committee meeting may be attended remotely and recorded by audio or audio-visual means for administrative purposes. No other recording is permitted.

Acknowledgement of Country

Griffith City Council acknowledges the Wiradjuri people as the traditional owners and custodians of the land and waters, and their deep knowledge embedded within the Aboriginal community.

Council further pays respect to the local Wiradjuri Elders, past, present and those emerging, for whom we acknowledge have responsibilities for the continuation of cultural, spiritual and educational practices of the local Wiradjuri people.

**AIRPORT COMMITTEE
HELD IN THE MURRAY ROOM ON
WEDNESDAY, 26 MARCH 2025 COMMENCING AT 5:02PM**

PRESENT

Councillor Christine Stead (Chair), Councillor Tony O'Grady, Councillor Anne Napoli, Garry Harriman (Community Representative), Jason Gordon (ZOOM) (Community Representative), Michael Borg (Community Representative), Peter Little (Community Representative), Robert Ryan (Community Representative), Roslyn Frawley (Community Representative)

Quorum = 3

STAFF

Director Sustainable Development, Joe Rizzo, Urban Strategic Design & Major Projects Manager, Peter Badenhorst and Minute Secretary, Joanne Bollen

1 APOLOGIES

RECOMMENDED on the motion of Councillor Tony O'Grady and Michael Borg that an apology be received from Councillor Anne Napoli and Airport Facility Coordinator, Graham Slingsby.

2 DECLARATIONS OF INTEREST

Pecuniary Interests

There were no pecuniary interests declared.

Significant Non-Pecuniary Interests

There were no significant non-pecuniary interests declared.

Less Than Significant Non-Pecuniary Interests

There were no significant non-pecuniary interests declared.

3 ITEMS OF BUSINESS

CL01 INDUCTION OF COMMITTEE MEMBERS - MANDATORY

An overview of the Committee induction process which Committee members may access on the Council website was provided. Committee members are required to read the Code of Conduct policy and procedures, Code of Meeting Practice policy, Statements to the Media Policy, Social Media Policy, Information Protection Principles and Child Safe policy. Committee members are also required to complete the online policy acknowledgment form.

A more in-depth explanation in relation to the requirement to declare any Conflicts of Interest will be covered in the next Committee meeting.

CL02 TERMS OF REFERENCE

RECOMMENDED on the motion of Councillor Tony O'Grady and Roslyn Frawley that the Committee adopt the Terms of Reference attached to the report.

CL03 PROPOSED MEETING DATES 2025

RECOMMENDED on the motion of Councillor Tony O'Grady and Jason Gordon that the Committee note the proposed meeting dates for 2025, the dates being:

- Wednesday, 4 June 2025;
- Wednesday, 27 August 2025;
- Wednesday, 26 November 2025.

4 GENERAL BUSINESS

4.1 Airport Masterplan

Director Sustainable Development, Joe Rizzo, informed the Committee that the Council currently has budget allocated to develop an Airport Masterplan. The Masterplan will address various elements, including leases and security upgrades. The current version of the Masterplan will be emailed to Committee members for their review and the matter to be discussed at the next Committee meeting.

4.2 Leases and Leaseholders

Several items were raised regarding leases and leaseholders. The items were as follows:

- Committee members expressed a preference for 5-year lease terms over 12-month leases.
- The availability of leases was discussed, noting that there are currently no leases available, and concerns were raised about leases not being used for aviation purposes, such as hangars being used for storage.
- Work Health and Safety (WH&S) issues at the hangars were highlighted.
- The issue of off-lead dogs at the aerodrome was raised, with concerns about the risk to the public and potential Civil Aviation Safety Authority (CASA) compliance issues.

Garry Harriman arrived at the meeting, the time being 6:30pm.

5 MATTERS TO BE DEALT WITH BY CLOSED COMMITTEE

CC01 GRIFFITH AIRPORT PAID CARPARKING

Urban Strategic Design & Major Projects Manager, Peter Badenhurst presented an overview of the proposal for implementing paid parking at Griffith Regional Airport. Council has obtained quotes from three suppliers for two ticketless parking systems and various lane configurations.

Funds for the installation of the ticketless parking system have been allocated in the 2024/25 budget.

The Committee discussed the proposal and noted the following items for further

consideration:

- A review of emergency access to the airport.
- Implementation of parking restrictions outside the airport to protect parking availability for nearby businesses and to prevent parking on verges.
- A review of walkways and all accessibility requirements.

RECOMMENDED on the motion of Councillor Tony O'Grady and Michael Borg that the licence plate recognition ticketless parking system with 3 lanes with the card only system be approved.

SMT COMMENT: The Griffith Airport Paid Parking Project has been workshopped with Councillors on several occasions. A workshop held Tuesday, 4 March 2025 requested that this item be referred to the Airport Committee for consideration and recommendation to Council.

Should Council endorse to accept the recommendations in these minutes, inclusive of CC01 Griffith Airport Paid Carparking, staff will obtain updated quotations for the cost to implement the ticketless parking system. Options will also be investigated for the parking fees at the airport. A report will be presented to the next meeting of the Committee following the adoption of the 2025/26 budget. It is anticipated that this procurement process will be via public tender.

6 NEXT MEETING

The next meeting of the Airport Committee is to be held on Wednesday, 4 June 2025 at 5:00pm.

There being no further business the meeting terminated at 6:58pm.

CLAUSE **CL01**

TITLE **Induction of Committee Members - Mandatory**

FROM **Joanne Bollen, Governance Officer**

TRIM REF **25/61769**

SUMMARY

Community members appointed to Council Committees are required to undertake the Committee Induction process as outlined in this report.

RECOMMENDATION

The Committee members note the Committee Induction requirements and complete induction process outlined in this report.

REPORT

Members appointed to Council Committees are required to undertake the Committee Induction process as outlined below:

Mandatory Induction Requirements:

Step 1: Read the following Policies and Information on the [Committee Webpage Committee Member Induction](#)

- Code of Conduct Policy
- Model Code of Conduct at a Glance Committee Members & Delegates
- Code of Meeting Practice Policy
- Statements to the Media Policy
- Social Media Policy
- Information Protection Principles
- Child Safe Policy and Code of Conduct

Step 2: Complete the online [Committee Acknowledgment of Policies Form](#) after reading the above policies.

Conflicts of Interest

Your obligations to disclose and manage conflicts of interest that arise in your role will depend on what type of conflict of interest you have. Part 4 & 5 of the Code of Conduct policy describes Committee members' responsibilities for declaring Pecuniary and Non-Pecuniary conflicts of interests.

[Conflicts of interest forms](#) may be filled in on-line prior to the meeting or completed in writing at the meeting.

Gift and Benefits Register

Part 6 of the Code of Conduct policy deals with gifts and benefits and outlines requirements for Committee members to submit a [Gift and Benefits form](#).

Terms of Reference

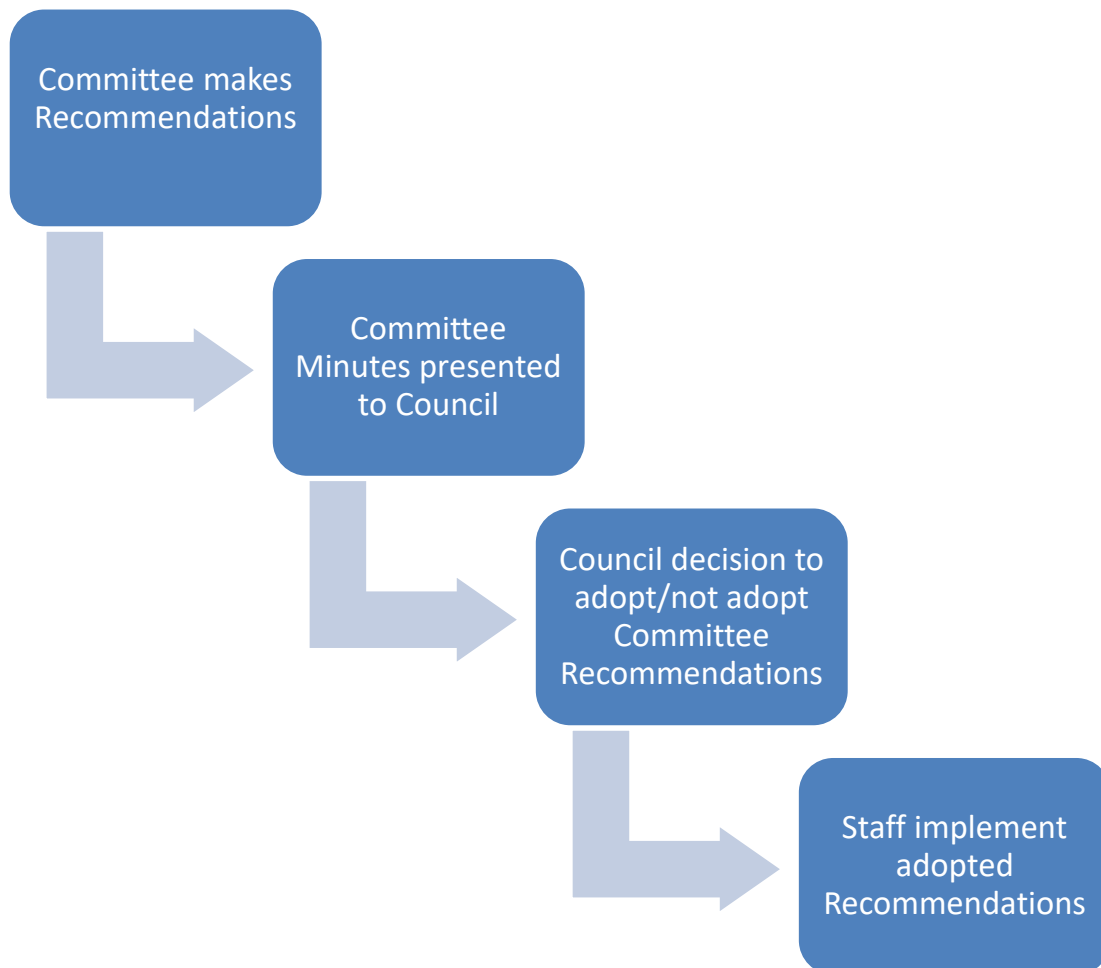
The Terms of Reference for a Council Committee outline its purpose, structure, and operational guidelines, including its objectives, membership composition, meeting procedures, roles and responsibilities, decision-making authority and reporting obligations. They define how the Committee functions within the Council structure, ensuring clarity on delegation limits and governance requirements.

Agenda Items

Committee Secretary will confer with the Chair and responsible Director regarding Agenda items. Should Committee members wish to raise a matter as part of the Agenda, they may email the Committee Secretary 2 weeks before the meeting date.

Alternatively, matters may be raised for discussion during General Business.

Committee Recommendation Process



LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards.

ATTACHMENTS

- (a) Model Code of Conduct at a Glance [↓](#) 8

MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

‘AT A GLANCE’ GUIDE FOR COUNCIL COMMITTEE MEMBERS AND DELEGATES



Introduction

This guide summarises the key elements of the *Model Code of Conduct for Local Councils in NSW* that apply to committee members and delegates of councils and joint organisations.

The Model Code of Conduct is available at www.olg.nsw.gov.au.

Each council's and joint organisation's code of conduct must reflect the requirements of the Model Code of Conduct and may contain additional requirements.

While this guide refers to "councils" for simplicity, all references in it to "councils" are to be taken as including local and county councils and joint organisations.

Committee members and delegates should familiarise themselves with their council's code of conduct and understand their obligations and the obligations of others.

Who is a committee member?

A council committee member is any person (other than a councillor or council staff member) who is a member of a council committee that exercises functions of the council under delegation. It may also include members of advisory committees if your council has extended the application of its code of conduct to members of advisory committees.

Who is a delegate?

A delegate of a council is any person (other than a councillor or council staff member) who exercises a council function under delegation.

General Conduct

It is important that the local community has confidence in the council and those that serve it, whether as elected representatives, members of staff or as delegates or committee members.

As a committee member or a delegate of the council, you must ensure that your conduct and behaviour towards others meets the high standards that the community is entitled to expect of all council officials.

What conduct is expected of council committee members and delegates?

(Clauses 3.1 - 3.21)

You **must**:

- act lawfully and honestly and exercise care and diligence in undertaking your functions
- consider matters consistently, promptly and fairly and in accordance with established procedures
- ensure land use planning, development assessment and other regulatory decisions are properly made and that all parties are dealt with fairly, and
- comply with your duties under the *Work Health and Safety Act 2011* and take care of your own and others' health and safety.

You **must not** conduct yourself in a way that:

- will bring the council into disrepute
- is contrary to law and council policies
- is improper, unethical or an abuse of power
- involves misuse of your position for personal benefit
- constitutes harassment or bullying or is unlawfully discriminatory, or
- is intimidating or verbally abusive.

Submitting returns of interests

Delegates of councils or members of committees that exercise functions of the council that may give rise to conflicts of interest are required to disclose their personal interests in publicly available returns of interests.

These operate as a key transparency mechanism for promoting community confidence in council decision making, whether by councillors or by staff or others under delegation.

Do I need to submit a written return of interests?

(Clauses 4.8 – 4.10)

Delegates or committee members who are “designated persons” must complete and submit returns of their interests to the general manager.

When do I need to submit a written return of interests?

(Clause 4.21)

If you are a designated person, you must submit a return of interests within three months of your appointment and submit a new return annually (within three months of the start of each financial year).

If you become aware of any new interest that needs to be disclosed in the return, you must submit a new return within three months of becoming aware of the interest.

What interests do I need to disclose?

(Schedule 1)

If you are a designated person you will be required to disclose, among other things, the following types of interests in your return:

- interests in real property
- gifts
- contributions to travel
- interests and positions in corporations
- whether you are a property developer or a close associate of a property developer
- positions in trade unions and professional or business associations
- dispositions of real property
- sources of income, and
- debts.

Conflicts of interest

As a member of the local community, it is inevitable that at some point you will have a conflict of interest in a matter that you are dealing with. What is important is that you are able to identify that you have a conflict of interest and that you disclose and manage it appropriately.

There are two types of conflicts of interest – pecuniary and non-pecuniary. Your obligations to disclose and manage conflicts of interest will depend on what type of conflict of interest you have.

What is a pecuniary conflict of interest?

(Clauses 4.1 – 4.5)

You will have a pecuniary interest in a matter you are dealing with where there is a reasonable likelihood or expectation that you or a related person (eg a relative, your employer or business partner or a company you hold shares in), will gain or lose financially appreciably as a result of any decision made in relation to the matter.

How do I manage pecuniary conflicts of interest that I have in matters I am dealing with?

(Clauses 4.10, 4.12 and 4.18)

You must disclose in writing any pecuniary interest you may have in a matter you are dealing with as soon as you become aware of it.

The general manager will decide how the matter will be dealt with.

If you are a member of a committee, you must disclose any pecuniary interest you have in any matter being dealt with by the committee at each committee meeting that the matter arises and leave the meeting while the matter is being considered and voted on.

What is a non-pecuniary conflict of interest?

(Clauses 5.1, 5.2 and 5.8)

Non-pecuniary interests are private or personal interests that are not pecuniary interests.

You will have a non-pecuniary conflict of interest in a matter you are dealing with if a reasonable and informed person would perceive that you could be influenced by a private interest that you have in that matter. This is also known as the “pub test”.

How you deal with a non-pecuniary conflict of interest will depend on whether it is significant.

How do I know if I have a significant non-pecuniary conflict of interest in a matter I am dealing with?

(Clause 5.9)

You will have a significant non-pecuniary conflict of interest in a matter you are dealing with where you have a:

- close relationship (including a business relationship) with a person who will be affected by any decision made in relation to the matter
- strong affiliation with an organisation that will be affected by any decision made in relation to the matter, or
- financial interest in the matter that is not a pecuniary interest, or you otherwise stand to gain or lose a personal benefit as a result of a decision made in relation to that matter.

How do I manage significant non-pecuniary conflicts of interest that I have in matters I am dealing with?

(Clauses 5.9 and 5.10)

If you have a significant non-pecuniary conflict of interest in a matter you are dealing with, you must:

- disclose it in writing to the general manager
- disclose it on each occasion the matter arises, and
- not participate in any consideration of the matter.

If you are a member of a council committee you must also disclose your interest at each committee meeting that the matter arises and leave the meeting while the matter is being considered or voted on.

How do I manage non-pecuniary conflicts of interest that are not significant?

(Clauses 5.6, 5.7 and 5.11)

If you believe that you have a non-pecuniary conflict of interest in a matter you are dealing with that is not significant and that does not require further action, you must still disclose your interest in writing to the general manager as soon as possible and explain why you believe it is not significant.

The general manager will help you decide how to manage your interest.

If you are a member of a committee, you must also disclose your interest at each committee meeting the matter arises and explain why you believe it is not significant and no further action is necessary to manage it.

What if I am not sure?

(Clause 5.4)

Remember, no one knows your personal circumstances better than you and for that reason, the onus is on you to identify and disclose any potential conflict of interest you may have in a matter you are dealing with and to manage it appropriately.

If you are not sure whether you have a conflict of interest in a matter you are dealing with or what type of conflict of interest it is, always err on the side of caution. Disclose the interest in writing to the general manager and discuss with them whether you should continue to deal with the matter.

How do I deal with council in my private capacity as a resident or ratepayer?

(Clauses 5.28 and 5.29)

As a member of the community, it is inevitable that you will need to deal with your council in your private capacity. Where this occurs, you should deal with the council in the same way as other members of the public. You should not expect or seek any preferential treatment.

You must not use your position to obtain a private benefit for yourself or for someone else or to influence others in the performance of their functions to obtain a private benefit for yourself or for someone else.

Gifts and benefits

In the course of performing your duties you may be offered a gift or a personal benefit. There are strict rules that govern what gifts or benefits you may accept and those that you must refuse.

These rules are informed by the following principles:

- you must not benefit personally from the performance of your duties on behalf of the council other than through the remuneration and any other benefits you receive as a delegate or committee member, and
- you must not be influenced or be seen to be influenced in the performance of your duties as a result of the receipt of a gift or personal benefit.

What is a gift or benefit?

(Clauses 6.1 and 6.2)

A gift or benefit is something offered to or received by you or someone closely associated with you for personal use or enjoyment.

Gifts and benefits do not include:

- items with a value of \$10 or less
- a gift or benefit provided to the council as part of a cultural exchange or sister city relationship (provided it is not used for your personal use and enjoyment)
- attendance at a work-related event or function for the purpose of undertaking your council duties, or
- meals, beverages or refreshments that are provided to you while you are carrying out your council duties.

What gifts or benefits must I refuse?

(Clause 6.5)

You **must not**:

- seek or accept bribes
- seek gifts or benefits of any kind
- accept any gift or benefit that may create a sense of obligation, or that may be perceived as intended or likely to influence you in undertaking your duties
- accept any gift or benefit that is worth more than \$100
- accept tickets to major sporting or cultural events with a ticket value of over \$100 or corporate hospitality at such events
- accept cash or cash-like gifts (such as gift vouchers, credit cards, debit cards with credit on them, phone or internet credit, lottery tickets etc) of any amount
- participate in competitions for prizes where eligibility is based on the council being a customer of the competition organiser, or
- personally benefit from reward points programs when purchasing on behalf of council.

What if I can't refuse a gift or benefit?

(Clause 6.7)

If you are offered a gift or benefit that is worth more than \$100 that cannot be reasonably refused, you must surrender it to the council.

What gifts can I accept and who must I report this to?

(Clauses 6.6, 6.8 and 6.11)

You may accept gifts with a value of under \$100. However, if you receive further gifts from the same person or another person associated with them in the next 12 months with a value which, when combined with the value of the first gift exceeds \$100, you must refuse to accept the additional gifts.

If you accept a gift of any value above \$10, you must disclose this promptly to the general manager in writing. The following details must be recorded in the council's gift register:

- the nature of the gift or benefit
- the estimated monetary value of the gift or benefit
- the name of the person who provided the gift or benefit, and
- the date on which the gift or benefit was received.

Use of council information and resources

Council resources (including council information) are public resources. You must use council resources ethically, effectively, efficiently and carefully when performing your duties.

You must not use council resources for private purposes, or convert council property for your own use unless you are authorised to do so.

What records should I keep?

(Clauses 8.21 – 8.24)

All information created, sent or received in your official capacity (whether or not stored on a council device or a council email account) and any information stored in either soft or hard copy on council resources is considered to be a council record and must be kept in accordance with the *State Records Act 1998* and your council's records management policy.

Do not destroy, alter or dispose of records unless authorised to do so.

What are my obligations in relation to the use of council information?

(Clauses 8.9 – 8.11)

You can only access and use council information for council business. You must not use council information for private purposes and you must not seek to privately benefit from any council information you have obtained in your role as a delegate or committee member.

You must only release council information in accordance with established council policies and procedures and in compliance with relevant legislation (including privacy legislation).

You must maintain the integrity and security of any confidential or personal information you have access to. In particular, you must:

- only access confidential or personal information that you have been authorised to access and only for the purposes of performing your duties
- protect confidential and personal information
- only release confidential or personal information if authorised to do so
- only use confidential or personal information for the purpose for which it is intended to be used
- not use confidential or personal information to obtain a private benefit for you or for someone else
- not use confidential or personal information to cause harm to the council or anyone else, and
- not disclose confidential information discussed during a closed session of a council or committee meeting or any other confidential forum (such as councillor workshops or briefing sessions).

What are my obligations when using my council computer or mobile device?

(Clause 8.20)

You must not use council's computer or mobile devices to access, download or communicate any material that is offensive, obscene, pornographic, threatening, abusive or defamatory or could lead to civil or criminal liability and/or damage council's reputation.

Making code of conduct complaints

Your council's code of conduct is the key mechanism for promoting and enforcing the ethical and behavioural standards the community rightly expects of those who serve the council.

For this reason, it is important that your council's code of conduct is correctly used and that code of conduct processes are respected and complied with.

How do I make a code of conduct complaint?

(Part 4 of the Procedures)

Complaints alleging breaches of the code of conduct must be made in writing to the general manager. Complaints about the general manager must be made in writing to the mayor. Complaints must be made within 3 months of the conduct occurring or you becoming aware of the conduct.

To be dealt with under the council's code of conduct, a complaint must show or tend to show conduct by a member of staff, a councillor or a person exercising council functions under delegation or who is otherwise subject to the council's code of conduct in connection with their official role or the exercise of their official functions that would constitute a breach of the council's code of conduct if proven.

The following types of complaints must not be dealt with under a council's code of conduct and should instead be dealt with under the council's routine complaints management processes:

- complaints about the standard or level of service provided by the council or a council official
- complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
- complaints about the policies or procedures of the council, and
- complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the council's code of conduct.

What happens if a code of conduct complaint is made about me?

(Clauses 5.10 – 5.17 of the Procedures)

The general manager (or another member of staff authorised by the general manager) is responsible for dealing with code of conduct complaints about committee members and delegates.

In dealing with a complaint, the general manager may determine to take no action, to resolve it informally or to take disciplinary action. Prior to taking disciplinary action, the general manager must comply with certain procedural fairness requirements.

Where proven, code of conduct complaints may result in:

- censure
- requirement for an apology
- prosecution for any breach of the law
- removal or restriction of a delegation, and/or
- removal from membership of a committee

What are my responsibilities in relation to code of conduct complaints?

(Clauses 9.1 – 9.7, and 9.13)

You have certain obligations in relation to any code of conduct complaints that you make or that are made about you. These obligations are designed to safeguard the integrity of your council's code of conduct and the processes for investigating and dealing with alleged breaches by ensuring code of conduct matters are dealt with in a manner that is robust, fair and confidential. Breaches of these obligations may themselves constitute a breach of your council's code of conduct.

In particular you must not:

- make code of conduct complaints for an improper purpose
- take or cause reprisal action to be taken against someone for making or dealing with a code of conduct complaint
- disclose any information about a code of conduct complaint you have made or that has been made about you except for the purpose of seeking legal advice, or
- impede or disrupt the consideration of a code of conduct complaint and you must comply with any reasonable and lawful requests.

CLAUSE CL02

TITLE **Alleged Improper Lease Usage**

FROM **Graham Slingsby, Airport Facility Coordinator**

TRIM REF **25/61951**

SUMMARY

As per the previous Airport Committee meeting held on Wednesday, 26 March 2025 – an item was raised in General Business, 4.2 Leases and Leaseholders, regarding existing leases/hangers at the Griffith Aerodrome not being used for aviation purposes.

RECOMMENDATION

All lease holders at the Griffith Regional Aerodrome are to be formally reminded, in writing, of their obligations as outlined in the terms of their signed leases.

“That the Lessee will not without consent, use the premises otherwise than for the provision of hangars and parking of aircraft, the overhaul, maintenance, repair, manufacture and storage of aircraft, including aircraft engines, aircraft instruments, parts and spares and for the conduct of the business of aerial agricultural operations and the storage and supply of fuel and material associated therewith or for such other purposes as the Lessor may approve in writing.”

REPORT

It has been alleged by a number of lease holders at Griffith Regional Aerodrome that other Aerodrome lease holders are not using their hangar facilities for aviation purposes. This is not in accordance with the lessee’s signed Covenants contained under the Conveyancing Act 1919.

Examples of improper lease usage may include (but not limited to) using a leased premises for the purpose of non-aviation-related storage facility, the conduct of non-aviation-related business activities and the storage of undeclared hazardous substances.

LINK TO STRATEGIC PLAN

This report has no relevance to the Council’s Strategic Plan.

ATTACHMENTS

(a) Registered Lease Redacted [↓](#)

15

[REDACTED]
Griffith 2680



ABN: 23 519 493 925
GPO Box 15
Sydney NSW 2001
P: 02 8776 3575
W: www.nswlrs.com.au

Date: 7/5/2025

INFORMATION NOTICE

THE UNDERMENTIONED DEALING(S) WERE REGISTERED/RECORDED ON 7/5/2025

DEALING NUMBERS: AV [REDACTED] LEASE
AV [REDACTED] LEASE

LODGMET INVOICE NUMBER: D3850743

YOUR REFERENCE: [REDACTED]

TITLE REFERENCE

1/1146897

REGISTRAR GENERAL

Form: 07L
 Release: 4.8
 Licence: 01-05-028
 Licensee: LEAP Legal Software Pty Limited
 Firm name: Cater & Blumer - Griffith

LEASE
 New South Wales
 Real Property Act 1900

Leave this space clear. Affix additional pages to the top left-hand corner.

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

STAMP DUTY		Insert Duties Assessment No. as issued by Revenue NSW Office. Duties Assessment No. _____	
(A) TORRENS TITLE	Property leased Part folio Identifier 1/1146897, being premises known as Hangar [REDACTED] Old Aerodrome Road, Griffith NSW		
(B) LODGED BY	Document Collection Box	Name, Address, Telephone, and Customer Account Number if any Cater & Blumer - Griffith, PO Box 479, GRIFFITH NSW 2680 Tel: (02) 6966 7700 Email: griffith@cblegal.com.au Reference: [REDACTED]	CODE L
(C) LESSOR	Griffith City Council		
(D)	The lessor leases to the lessee the property referred to above.		
(E) LESSEE	Encumbrances (if applicable): [REDACTED]		
(F)	TENANCY: Joint		
(G)	<ol style="list-style-type: none"> TERM Five (5) years COMMENCING DATE [REDACTED] TERMINATING DATE [REDACTED] With an OPTION TO RENEW for a period of set out in N/A With an OPTION TO PURCHASE set out in clause N/A of Together with and reserving the RIGHTS set out in clause N/A of Incorporates the provisions or additional material set out in ANNEXURE(S) A hereto. Incorporates the provisions set out in MEMORANDUM filed pursuant to section 80A Real Property Act 1900 as No. N/A The RENT is set out in item No. 10 of Annexure A 		

ALL HANDWRITING MUST BE IN BLOCK CAPITALS.

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DATE

- (H) Certified correct for the purposes of the Real Property Act 1900 by the corporation named below the common seal of which was affixed pursuant to the authority specified and in the presence of the authorised person(s) whose signature(s) appears(s) below.

Corporation: Griffith City Council

Authority: Regulation 400 of the Local Government Regulation 2021 (NSW) and Griffith City Council resolution dated 26 November 2024

Signature of authorised person:

Signature of authorised person:

Name of authorised person: Dr

Name of authorised person: Brett Stonestreet

Office held: Mayor

Office held: General Manager

I certify that I am an eligible witness and that the lessee signed this dealing in my presence.
[See note** below].

Certified correct for the purposes of the Real Property Act 1900 by the lessee.

X Signature of witness

Name of witness: A

Address of witness:

Signature of lessee:

(I) STATUTORY DECLARATION *

I

solemnly and sincerely declare that—

1. The time for the exercise of option to renew in expired lease No. has ended; and

2. The lessee under that lease has not exercised the option.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900.

Made and subscribed at

in the State of New South Wales on

in the presence

of

☐ Justice of the Peace (J.P. Number:)☐ Practising Solicitor☐ Other qualified witness [specify]

who certifies the following matters concerning the making of this statutory declaration by the person who made it:

1. I saw the face of the person OR I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering; and

2. I have known the person for at least 12 months OR I have confirmed the person's identity using an identification document and the document I relied on was a

Signature of witness: Signature of lessor:

* As the services of a qualified witness cannot be provided at lodgment, the declaration should be signed and witnessed prior to lodgment. # If made outside NSW, cross out the witness certification. If made in NSW, cross out the text which does not apply.

** s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.

ANNEXURE A
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THIS IS THE ANNEXURE " A " REFERRED TO IN THE LEASE

BETWEEN: **GRIFFITH CITY COUNCIL** of 1 Benerembah Street, Griffith, NSW 2680 ("Lessor")

AND: [REDACTED] of [REDACTED] Griffith NSW 2680 ("Lessee")
[REDACTED] of [REDACTED] Griffith NSW 2680 ("Lessee")

SCHEDULE

Item 1 **Lessor:** **GRIFFITH CITY COUNCIL**

Item 2 Lessee: [REDACTED] AND [REDACTED]
(Clause 1.1)

Item 3 **Leased premises:** Hangar Site No. [REDACTED] Old Aerodrome Road, Griffith NSW
(Clause 1.1)

Item 4 **Land description:** Part Folio Identifier 1/1146897
(Clause 1.2)

Item 5 **Leased area:** 1410 square metres.
(Clause 1.3)

Item 6 **Term:** **Five (5) years**
(clause 1.4)

Item 7 **Commencement date:** Date of surrender of lease commencing 1 July 2020 between Griffith City Council and [REDACTED] being [REDACTED]

(Clause 1.4)

Item 8 **Termination date:** Five (5) years after the commencement date, being [REDACTED]

(Clause 1.4)

Item 10 **Rent:** An amount equal to [REDACTED] per square metre inclusive of GST of leased area per annum, or such other sum per annum as the Lessor may determine in accordance with its most recent Revenue Policy. The parties note that for the purposes of Council's Revenue Policy, the Premises constitute an airside access lot. The rental in the first year of the lease is : [REDACTED] inclusive of GST.

Item 11 Administration fee: The Lessor's Administration Fee as at the Commencement Date as determined in accordance with the Lessor's Revenue Policy. The parties note that as at the date of this Lease, the Lessor's Administration Fee is [REDACTED] inclusive of GST.

Item 12 **Default rate:** 12% per annum.
(Clause 5.21.4)

Item 13 Public liability: \$20,000,000.00
(Clause 5.18.6)

Item 14 **Works estimate:** \$50,000.00
(Clause 7)

[REDACTED] [REDACTED]

Griffith City Council

Griffith City Council

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LEASE TERMS**1. Lease details**

- 1.1 The Lessor is the person referred to in **Item 1** of the Schedule, the Lessee is the person referred to in **Item 2** of the Schedule and the premises is the Hangar Site referred to in **Item 3** of the Schedule and is shown on a plan entitled "Plan of Subdivision of Lot 1 in DP 89842 for Lease Purposes" agreed to and executed by the parties and does not form part of this lease.
- 1.2 The premises are part of the land comprised in the Certificate of Title Folio Identifier referred to in **Item 4** of the Schedule.
- 1.3 The premises contain a total area referred to in **Item 5** of the Schedule.
- 1.4 The term of the Lease is the term referred to in **Item 6** of the Schedule, commencing on the commencement date referred to in **Item 7** the Schedule and terminating on the termination date referred to in **Item 8** of the Schedule.

2. Rent

- 2.1 The Lessee covenants to pay to the Lessor an annual rent in advance on the commencement date and each anniversary of the commencement date in respect of the term in the amount referred to in **Item 10** of the Schedule.
- 2.2 The rent payable in respect of the second year of the term and subsequent years shall not be less than that payable in respect of the first year of the term.
- 2.3 Should the Lessee hold over after the end of the term, the Lessee shall continue to pay rent to the Lessor on the basis that each year in which the holding over occurs is a further year of the term.
- 2.4 If the rent remains unpaid for a period of more than twenty eight (28) days, the Lessor can re-enter and reclaim the premises.
- 2.5 Should it be necessary for the Lessor to exercise its rights under Clause 2.4 above, the Lessee has one (1) month to remove the goods and anything that the Lessee fixed to the premises in accordance with clause 5.19.

3. Administration fee

Upon the execution of this Lease the Lessee shall pay to the Lessor the Lessor's administration fee referred to in **Item 11** of the Schedule.

4. GST

The rent and all other monies payable to the Lessor include Goods and Services Tax (GST).

5. Lessee's Covenants**Use**

- 5.1 If the Lessor approves, as provided in that short form of covenant numbered 15 in clause 8.1, for the use of the premises for a purpose other than those indicated by the covenant numbered 15 then the Lessee may use the premises for the purposes already permitted by that covenant numbered 15 and for that subsequently approved purpose, and then only in accordance with the conditions to which the relevant approvals have been made subject.
- 5.2 At no time during the Term shall the Lessee use the premises or permit or suffer the premises to be used for any purpose or in any way that will be in breach of the legislation referred to in clause 5.3 or Notice issued thereunder, nor shall the Lessee permit suffer or cause the premises to be used in any way likely to cause a hazard to air navigation or the ground movement of aircraft or to aircraft standing, parked or hangared on the aerodrome.

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Comply

- 5.3 The Lessee covenants with the Lessor to comply with and observe the provisions of the Air Navigation Act 1920 (Cth), the Civil Aviation Act 1988 (Cth), the Air Services Act 1995 (Cth) and any other Legislation (whether Federal, State or otherwise) connected with air navigation and civil aviation, and notices issued by the Civil Aviation Safety Authority, Department of Transport and Regional Services and Airservices Australia or other government department or body connected with air navigation and civil aviation.
- 5.4 The Lessee covenants with the Lessor to obey and comply with all laws relating to the use of fire, the storage and use of inflammable goods, the storage and use of chemicals, gases, liquids and all dangerous substances.
- 5.5 The Lessee covenants with the Lessor to comply with all lawful directions of the government departments and bodies referred to in clause 5.3, and of the Local Authority relating to fire and emergencies, and to the operation and management of the aerodrome, including where required for safety or for the purposes of air navigation to modify or alter, or pull down and remove any building.
- 5.6 The Lessee covenants with the Lessor to comply with the requirements of Public Health and other public authorities in respect of the premises and its use, and to notify the Lessor of all notices received from any of those authorities in respect of the premises.
- 5.7 The Lessee covenants with the Lessor to comply with all laws regulating how the premises are used, to obtain any consents and licenses needed, to comply with any conditions of consent, and to keep current any licenses and registrations needed for the use of the premises for the conduct of the Lessee's business there.

Hazard

- 5.8 The Lessee covenants with the Lessor not to allow or suffer the use of the premises to create or constitute a hazard to air navigation or to the manoeuvring, standing, parking or hangaring of aircraft on the aerodrome, nor to use the premises for any activity that is dangerous, offensive, noxious, illegal or immoral.

Nuisance

- 5.9 The Lessee covenants with the Lessor not to commit, allow or suffer to arise or continue on the premises any nuisance or annoyance to any occupier or user of the Griffith Aerodrome or neighbouring land.

Noxious

- 5.10 The Lessee covenants with the Lessor not to allow any noxious thing to escape from the premises onto other lands, including other parts of the Griffith Aerodrome.
- 5.11 The Lessee covenants with the Lessor not to allow to escape from or in the premises any noxious gas, fumes, vapour, liquid, powder or dust which can cause or is likely to cause damage or harm or injury to, or death of, any person, animal, bird or other living thing, including crops, trees, plants and shrubs, other than noxious animals, plants and insects, and not to allow to escape from or in the premises any gas, fumes, vapour, liquid, powder or dust which can cause, or is likely to cause damage to or the destruction of any other thing.
- 5.12 The Lessee covenants with the Lessor to take reasonable measures to suppress noxious plants, animals and insects on the premises.

Maintenance

- 5.13 The Lessee must ensure all equipment and other materials are stored within the lease boundary.
- 5.14 The Lessee must ensure the Leased area is maintained in a clean and tidy manner at all times.

Signal interference

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- 5.15 The Lessee covenants with the Lessor at its expense, if required by proper authority, to provide, install, maintain and properly operate obstruction lights on buildings, fixtures and vehicles and to provide, install, maintain and properly operate suppressors on electrical equipment of the Lessee and that used on the premises, so as to prevent interference with the reception and transmission of radio signals and with departmental or other navigational or operational installations.

Advertising

- 5.16 The Lessee covenants with the Lessor not, without the prior written consent of the Lessor, to erect or install any advertisement on the premises, other than the Lessee's name in a size and to a standard approved in writing by the Lessor.

Indemnity

- 5.17 The Lessee covenants with the Lessor to indemnify and keep indemnified the Lessor and all officers, agents and servants of the Lessor from and against all actions, proceedings, suits, claims and demands whatsoever which may be brought, commenced or prosecuted against them or any of them in respect of any damage done to or sustained by the Lessee or any other person whatsoever whether in respect of personal injury or death or property damage, that may arise out of the use of the premises or any part thereof or by reason of the observance or non-observance as the case may be by the Lessee or any of the Lessee's servants of this Lease, and without prejudice to the foregoing, arising out of:
- 5.17.1 the erection, alteration or repair of any building, fixture, erection or other work erected or carried out on the premises by the Lessee or the Lessee's employees, agents or contractors;
 - 5.17.2 the exercise of any privilege or right conferred on or granted to the Lessee under or by this Lease;
 - 5.17.3 the giving of any consent or approval mentioned in this Lease;
 - 5.17.4 any injury caused to or the death of the Lessee or damage done to the Lessee's property by any person using the aerodrome.

Insurance

- 5.18 The Lessee covenants with the Lessor at all times to hold valid and effective policies of insurance in respect of the perils of:
- 5.18.1 fire,
 - 5.18.2 explosion,
 - 5.18.3 storm and tempest, flooding and the escape of water,
 - 5.18.4 electrical fault,
 - 5.18.5 gas fault, and
 - 5.18.6 public risk liability to a minimum of the amount referred to in **Item 13** of the Schedule,
- and the Lessee will produce to the Lessor at reasonable times, as required by the Lessor, the relevant policies and evidence of payment of premiums, and that those policies are current and in good standing. The Lessee will not do anything that may invalidate any insurance policy.

Removal of goods and fixtures

- 5.19 If at the end of the Term or upon the Lessee vacating the premises or upon the Lessor exercising its rights under clause 2.5 the Lessee fails to remove from the premises any goods and anything that the Lessee fixed to the premises or shall fail to fill in holes and depressions or to level the ground or to leave the premises in a clean and tidy condition, when required by the Lessor so to do in accordance with this Lease, the Lessor may remove the thing required to be removed to such place or places as the Lessor may reasonably decide, and may fill in any hole or depressions and level the ground and clean and tidy the premises in accordance with this Lease and the Lessor may recover from the Lessee the cost of doing so. The Lessor shall not owe any duty of care to the Lessee or to any person claiming

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through him in respect of those matters. The Lessor reserves the right for the thing so removed or to be removed to revert to the Lessor's ownership (whether or not removed) at no cost to the Lessor. The Lessee will do all things necessary in the reasonable opinion of the Lessor to restore the premises to the same or substantially the same condition as it was at the commencement of this Lease.

Hazardous Substances

- 5.20.1 **Hazardous Substances** means all substances of a hazardous or potentially hazardous nature including any fuels, chemicals, oils, lubricants, and associated items. The Lessee will not bring onto or store on the property any Hazardous Substances other than reasonable quantities which are reasonably required to be used in association with the permitted use of the Leased Premises and must ensure that all Hazardous Substances brought or stored on the Leased Premises by the Lessee are kept safely and in appropriate containers.
- 5.20.2 The Lessee must, at the Lessee's cost, comply with all:
- (i) relevant environmental and environmental safety and pollution legislation; and
 - (ii) orders, directions and notices affecting the Leased Premises issued by the Lessor (acting reasonably) or any government, semi-government, shire, health, licensing, civic or other authority in relation to storage or handling of Hazardous Substances or the disposal, removal or rendering safe of any Hazardous Substances brought on to the property by the Lessee.
- 5.20.3 The Lessee will use its best endeavours to avoid any leak, spillage or contamination by such Hazardous Substances on the Leased Premises.
- 5.20.4 The Lessee indemnifies the Lessor against all claims, demands, summonses, actions writs, proceedings, judgments, orders, damages, fines, penalties, costs, losses and expenses of any nature which the Lessor suffers or incurs in connection with any breach by the Lessee of the provisions of clauses 5.20.2, 5.20.3 and 5.20.4 and it is agreed that these indemnities will not merge on the expiration or termination of this lease.
- 5.20.5 During the Term the Lessee must:
- (i) carry out at its own expense any works to the Leased Premises required:
 - (A) as a result of any environmental audit or assessment; or
 - (B) in order to mitigate a possible harm or pollution to the environment; or
 - (C) to remedy any environmental harm caused as a result of the operation of the Leased Premises; or
 - (D) in order to comply with any order, notice or direction issued under any relevant environmental law; and
 - (ii) at its expense, install equipment and conduct tests, surveys and audits required by any relevant authority to ensure the effective monitoring of the environmental performance of the Leased Premises; and
 - (iii) if required by the Lessor, provide an annual environmental report to the Lessor.
- 5.20.6 The Lessor may by notice in writing to the tenant require the Lessee, at the Lessee's cost, to obtain any report survey or audit which the Lessor reasonably requires to determine whether a breach of the terms of clauses 5.20.2, 5.20.3 and 5.20.4 has occurred.
- 5.20.7 The Lessee must, on the expiry or sooner termination of this Lease, at its own cost:
- (i) obtain an environmental audit of the Leased Premises and provide a copy of that audit to the Lessor; and
 - (ii) ensure that the environmental condition of the Leased Premises complies with all relevant environmental laws; and

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(iii) carry out any work which the environmental audit requires to make the Leased Premises environmentally acceptable to conform to its current land use of classification.

5.20.8 The environmental audit referred to in clause 5.20.8 and any report survey or audit required by clause 5.20.7 must be performed by a qualified professional approved of by the Lessor.

Payments

5.21 The Lessee will pay:

- 5.21.1 the Lessor's reasonable costs and expenses of this Lease;
- 5.21.2 any stamping and registration and will pay the stamp duty payable from time to time on it, and in consequence of it;
- 5.21.3 the Lessor's reasonable costs and expenses of remedying a default, of any default occurring and of any application for any consent;
- 5.21.4 interest on any outstanding amounts at the rate referred to in **Item 12** of the Schedule calculated from the date two days after the due date of the amount;
- 5.21.5 all rates and charges and contributions levied on or payable in respect of the premises;
- 5.21.6 all charges for water supply and services including electricity and Telstra supplies and facilities made available to or used on the premises; and
- 5.21.7 all land tax and other payments that might create a charge on the premises.

6. Hangar Development Policy

The Lessee must adhere to Griffith City Council "Griffith Aerodrome Security Requirements – Hangar Operations – Policy AI-CP-501", a copy of which is attached as Annexure "A". The Griffith City Council may amend the Griffith Aerodrome-Hangar Development Policy from time to time and the Lessee must adhere to such amended policy.

7. Required works

- 7.1 If any government department or body referred to in clause 5.3 requires works to be done to the premises then the Lessee shall be responsible for the works to be done and for the payment of any costs of the works to be done. If the costs of the works to be done are likely to exceed the amount referred to in **Item 14** of the schedule, the Lessee may notify the Lessor that it will not perform the works to be done. If the Lessor does not instead perform the works, the Lessee can terminate this Lease.
- 7.2 For the avoidance of doubt, clause 7 does not in any way limit the lessee's obligations in relation to management of environmental matters, including but not limited to under clauses 5.8, 5.10, 5.11 and 5.20.

8. Further Covenants

The Lessee further covenants with the Lessor:

Conveyancing Act

- 8.1 To the full effect of the covenants next hereinafter shortly noted as set forth in words at length in Column Two of Part II of Schedule IV of the Conveyancing Act 1919:
 - 9. *And to paint outside on such occasions as the Lessor might reasonably require.*
 - 11. *If required by the Lessor, to fence.*
 - 12. *And to keep up fences.*
 - 14. *That the Lessee will not cut timber.*

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15. *That the Lessee will not without consent use the premises otherwise than for the provision of hangars and parking of aircraft, the overhaul, maintenance, repair, manufacture and storage of aircraft including aircraft engines, aircraft instruments, parts and spares, and for the conduct of the business of aerial agricultural operations and the storage and supply of fuel and material associated therewith or for such other purposes as the Lessor may approve in writing.*
 16. *And will not assign or sublet without leave; no fine to be taken.*
 17. *That the Lessee will not carry on any offensive trade.*
 21. *That the Lessor, unless prevented by circumstances beyond its control, covenants with the Lessee for quiet enjoyment.*
 22. *And that the Lessee may remove his fixtures.*
- 8.2 The parties hereto further agree:
- 8.2.1 Section 85(1)(a) of the Conveyancing Act 1919 (NSW) is hereby varied by deleting the words, "twice in every year" and by substituting therefore the words "at all reasonable times" and by deleting the words "two days previous" and substituting therefore the words "or to the person apparently in charge of the premises at the time, written or verbal".
 - 8.2.2 Section 85(1)(d) is hereby varied by inserting after the word, "specified" the words "or the Lessee or his permitted assigns being a company shall enter into liquidation voluntarily or otherwise except for the purposes of reconstruction, or shall assign its estate for the benefit of creditors, or being a natural person, shall be adjudicated bankrupt or assign their or any of their estates for the benefit of creditors or in any case if the interest of the Lessee is taken in execution", and in the same sub-clause the words "one month" and "two months" shall be read as "two weeks" and "one month" respectively.
 - 8.2.3 That fourteen (14) days shall be deemed to be a reasonable period of time for the purposes of Sections 129(1) and 85(1)(a) of the Conveyancing Act 1919 (NSW).

9. Ministerial consent

This Lease is entered into subject to the approval or consent of the Minister administering civil aviation within the Commonwealth of Australia, and within the State of New South Wales, and the Minister administering Local Government law within the State of New South Wales and every other Minister or Authority where that approval or consent is required by law. Upon the execution of this lease by the parties, the Lessor will request the Minister and other Authority for that approval, and both parties will do all things reasonably necessary for that purpose. If the approval of the Minister or other Authority to this lease is required by law, and the appropriate Minister or Authority does not grant approval or consent to this lease within six (6) months of the date first hereinbefore appearing, either party, at any time thereafter, but before that approval or consent is granted, may terminate the Term of this lease by giving not less than six (6) months written notice to the other to that effect, whereupon at the expiry of the period specified for that purpose in that notice, the term granted by this lease shall be deemed to have expired by effluxion of time.

10. Interpretation

- 10.1 That no consent of the Lessor to, and no waiver, express or implied, by the Lessor of a breach of any covenant, provision, condition or duty by the Lessee shall be construed as a consent to or waiver or any other breach of that or any other covenant, provision or condition provided for in, or duty imposed by, this lease.
- 10.2 Any notice to be given to the Lessee may be given in a manner provided for in Section 170 of the Conveyancing Act 1919 or may be left on the premises with any person apparently in charge of or working on the premises, or may be sent by pre-paid post in an envelope addressed to the Lessee at the last address of the Lessee known to the Lessor.

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- 10.3 Unless the context otherwise requires:
- 10.3.1 The singular number shall include the plural and vice versa.
- 10.3.2 One gender shall include each of the others.
- 10.4 A reference to legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced, and includes any subordinate legislation issued under it.
- 10.5 A reference to a person includes any type of entity or body of persons, whether or not it is incorporated or has a separate legal identity, and any executor, administrator or successor in law of that person.

11. Government departments and bodies

The Lessee acknowledges the premises form part of the Griffith Aerodrome, and that:-

- 11.1 That aerodrome is subject to the control by the Civil Aviation Safety Authority and any other government department or body referred to in clause 5.3.
- 11.2 The Lessor may be deprived by the Civil Aviation Safety Authority and any other government department or body referred to in clause 5.3 of the right to use, control, or let any part of the aerodrome, and that the Lessor may be deprived of the ownership of the aerodrome.
- 11.3 The Term of this Lease is granted subject to the Lessor continuing to have the right and the power to allow the Lessee to enjoy the occupation and use of the premises.

AND in consequence the Lessee covenants with the Lessor that the Lessee will not make any demand or claim on the Lessor for damages or any other compensation if before the end of the Term, the Lessee's right to use or occupy the premises or any part of it is restricted or terminated otherwise than by the default of the Lessor.

12. Extinguishment

- 12.1 It is agreed by and between the parties that if the title of the Lessor in the land or in that part of the land being the premises, is extinguished, then the term granted by this lease shall determine and there shall be an abatement of rent accordingly.
- 12.2 If the Griffith Aerodrome presently operating on the land ceased to be an authorized landing area for aircraft, otherwise than for a temporary interval, so that the Lessee is unable to continue the Lessee's business as provided in this lease, the Lessee may terminate this lease by giving to the Lessor written notice to that effect, and in those circumstances the Term granted by this Lease will terminate at the expiry of sixty (60) days after service of that notice on the General Manager and thereupon the term shall be deemed to have expired and the rent shall abate accordingly, and any rent already paid by the Lessee to the Lessor shall be apportioned and an appropriate rebate made to the Lessee accordingly.

13. Easements

- 13.1 Annexed to this Lease and marked "B" is a copy of an unregistered s 88B instrument comprising eight (8) pages ("instrument").
- 13.2 The Lessee leases the Leased Premises subject to the instrument.
- 13.3 For the purposes of this lease, the instrument has the effect it would have if the plan referred to in clause 1.1 had been registered by the Registrar-General.

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EXECUTED AS A DEED

THE COMMON SEAL of GRIFFITH CITY COUNCIL was affixed in accordance with regulation 400 of the Local Government Regulation 2021 (NSW) and the Griffith City Council resolution dated 16 November 2024, the presence of:

[Redacted]

(Signature of authorised person)

Brett Stonestreet

Office Held: General Manager

[Redacted]

(Signature of authorised person)

Douglas John Curran

Office Held: Mayor

SIGNED SEALED AND DELIVERED by [Redacted] in the presence of:

[Redacted]

Signature of witness

[Redacted]

Name of witness

[Redacted]

Signature of

[Redacted]

SIGNED SEALED AND DELIVERED by [Redacted] in the presence of:

[Redacted]

Signature of witness

[Redacted]

Name of witness

[Redacted]

Signature of

[Redacted]

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**Griffith Aerodrome Security Requirements – Hangar Operations |
POLICY – AI-CP-501**

Directorate	Sustainable Development	
TRIM Ref	14/14302	
Status	Current	
Adopted	08 Aug 2024	Minute No: 24/182

1. Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	14 Feb 2006	42	14 Feb 2006
2	11 May 2010	0142	11 May 2010
3	11 Nov 2018	0392	11 Nov 2014
4	12 Jun 2018	18/174	13 Jul 2018
5	09 July 2024	24/182	08 Aug 2024

2. Policy Objective

- To give guidance additional to the Environmental Planning and Assessment Act Section 79C for orderly development at the Griffith Aerodrome.
- To ensure good landside access.
- To distinguish between Landside and Airside areas and ensure the requirements of the Civil Aviation Safety Authority and the Office of Transport Security are met.

3. Policy Statement**3.1 Parking Spaces (Applies to new development and new leases)**

- 3.1.1 All lease areas are required to provide on-site car parking as per development application with a minimum of two (2) parking spaces.
- 3.1.2 Parking spaces shall be clearly identifiable and be able to be used in wet weather conditions.
- 3.1.3 Parking spaces shall be designated and line marked in accordance with Australian Standard 2890 or the DA conditions.

3.2 Building Line (applies to new development and new leases)

- 3.2.1 Building setbacks depend on the code taxiway frontage and road frontage and must be referred to the Airport Coordinator.

3.3 Road Access to Landside Areas (applies to new development and new leases)

- 3.3.1 An all-weather driveway shall be provided and maintained by the lessee between the service or access road and the parking areas at all times.
- 3.3.2 Access guide posts and reflectors are required to be provided where a driveway connects with a service road (Airside).
- 3.3.3 Airside access for vehicles and aircraft to taxiways shall only be from the frontage of the lease.

3.4 Security Fence to define Landside/Airside boundary (applies to new development and new leases)

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- 3.4.1 A security fence compatible with the standard fence used at the aerodrome shall be provided and maintained by the lessee to ensure a continuous fence around the Landside/Airside boundary. A plan indicating the type, size, colour and location of this fence and any access gates shall be approved by the Aerodrome Coordinator prior to erection.
- 3.4.2 Lessees are required to keep the lease tidy and clean and remove all rubbish. (Applies to all)
- 3.5 Restricted Airside Access to Pedestrians (Applies to all)**
- 3.5.1 Access to Airside/Leases is allowed on the lessee displaying an Aviation Security Identification Card (ASIC). Other persons working airside must attend Airport Coordinator's Office with suitable photo identification, show justified reason for entering airside and obtain a Visitors Identification Card (VIC). These persons are required to be under the supervision of an ASIC holder at all times whilst airside.
- 3.5.2 The Lessee shall comply with the Aerodrome owners (Council) Aviation Security Identification Card (ASIC) program.
- 3.5.3 Adequate signage shall be erected by the lessee stating that unauthorised access to airside areas is prohibited. Signs are to be of the form set out in the Act (example image 1 & 2 below).
- 3.5.4 New developments must have both Landside and Airside door access.



Image 1: Policy Statement 5 – Restricted Airside Access to Pedestrians (Applies to All)



Image 2: Policy Statement 5 – Restricted Airside Access to Pedestrians (Applies to All)

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3.6 Restricted Airside Access to Vehicles (Applies to all)

- 3.6.1 The Lessee will provide a list of unregistered vehicles to be authorized for airside use to the Airport Coordinator or his delegate and must provide a road worthiness certificate from a registered auto mechanic.
- 3.6.2 Registered vehicles are currently authorized for airside use.
- 3.6.3 All vehicles must be covered for all liability by the lessee's insurance.
- 3.6.4 No vehicles shall be permitted to access "Airside" areas without a valid reason.
- 3.6.5 All vehicles operating airside must have operating flashing amber beacons at all times for both daytime and night time operation.

3.7 Requirement for Airside Driver Licence (Applies to all)

- 3.7.1 All persons wishing to drive "Airside" must obtain an Airside Driver Licence issued by the Aerodrome Coordinator.
- 3.7.2 The Airside Driver Licence will only be issued to ASIC holders.
- 3.7.3 A visitor with a valid reason and a Visitor Identification Card (VIC) (e.g. Fuel truck driver) may drive airside accompanied or closely supervised by a holder of a Griffith Airside Driver's Licence.

3.8 Adoption of Transport Security Program (Applies to all)

- 3.8.1 The lessee, occupant must abide by Council's Transport Security Program (TSP).

3.9 Reporting of Non-compliance and Security Breaches (Applies to all)

- 3.9.1 The lessee must report any breaches of security and any non-compliance with the TSP in accordance with the Aviation Transport Security Act 2004.

3.10 Issue of Visitor ASIC Privileges (Applies to all)

- 3.10.1 The Aerodrome Coordinator may refuse or revoke Visitor Identification Card issuing agent status for any reason.

3.11 Times of Security Alert (Applies to all)

Council may:

- 3.11.1 Add additional locks on doors and gates to prevent airside access.
- 3.11.2 Restrict the use of keyfobs.
- 3.11.3 Temporally revoke VIC issuing status to lessees.
- 3.11.4 Give any other direction to improve security in accordance with the TSP and directions from lawful Authorities.

3.12 Street Hangar Number for Identification (Applies to all)

- 3.12.1 A reflective number identifying the lease shall be located on the guideposts where the driveway accesses a service road and on the hangar (Landside).

3.13 Security Lighting (Applies to new development.)

- 3.13.1 Adequate arrangements shall be made for security lighting. Lights to be shielded so as not to shine towards the air where they may cause glare to pilots in aircraft.

3.14 Contact Details for Lease Area (Applies to all)

- 3.14.1 A sign indicating the following details is to be located on the front wall of the Hangar adjacent to the pedestrian access door (Airside and Landside):

Lease No:

Lessee:

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Contact Ph No:
Dangerous Goods:
None

4. Definitions
None

5. Exceptions
None

6. Legislation
Environmental Planning & Assessment Act
Civil Aviation Orders
Civil Aviation Safety Authority Regulations (CASR) 1998
Civil Aviation Authority Regulations
Civil Aviation Safety Authority Requirements for Certified Aerodromes
Aviation Transport Security Act and Regulations
Aviation Transport Security Act 2004
Aviation Transport Regulations 2005
Part 139 (Aerodromes) Manual of Standards 2019
CASA Advisory Circular AC 139.C01V.1 (Aerodrome Manual)
Manual of Air Traffic Services (MATS) – Air Services Australia
The Secretary of the Department of Home Affairs

7. Related Documents
Griffith Aerodrome Manual

8. Directions
Sustainable Development

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Plan:

Plan of Plan of Subdivision of Lot 1 in DP 89842
for lease purposes only covered by Subdivision
Certificate No.

Full name and address
of owner of the land:

Griffith City Council
1 Benerembah Street Griffith NSW 2680

PART 1 (Creation)

Number of item shown in the intention panel on the plan	Identity of easement, profit à prendre, restriction of positive covenant to be created and referred to in the plan.	Burdened lot(s) or parcel(s):	Benefited lot(s), road(s), bodies or Prescribed Authorities:
1	Easement for Access 10 wide and variable	33 34 35 45	29-31 inclusive, 34, 35, Griffith City Council 29, 30, 35, Griffith City Council 29, Griffith City Council 1-32 inclusive, 35-44 inclusive, Griffith City Council
2	Easement for electricity purposes 2, 4 and 5 wide	11, 12, 24, 28, 32, 35	45, Griffith City Council, Country Energy
3	Easement for electricity purposes variable width	5	4, 45, Griffith City Council, Country Energy
4	Easement for services 10 wide variable	33 34 35 45	29-31 inclusive, 34, 35, Griffith City Council 29, 30, 35, Griffith City Council 29, Griffith City Council 1-32 inclusive, 35-44 inclusive, Griffith City Council
5	Easement for water supply 2, 4 and 10 wide	11 28 33 34 35	45, Griffith City Council 45, Griffith City Council 45, Griffith City Council 45, Griffith City Council 45, Griffith City Council

PART 2 (Terms)

1. **Terms of easement, profit à prendre, restriction, or positive covenant numbered 1 in the plan.**
 - (a) The body having the benefit of this easement may:

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- (i) by any reasonable means pass across each lot burdened, but only within the site of this easement, for the purpose of exercising or performing any of its powers, authorities, duties or functions, and
 - (ii) do anything reasonably necessary for passing across each such lot, including:
 - (A) entering the lot burdened, and
 - (B) taking anything on to the lot burdened, and
 - (C) carrying out work within the site of this easement, such as constructing, placing, repairing or maintaining trafficable surfaces, driveways or structures.
 - (b) In exercising those powers, the body having the benefit of this easement must:
 - (i) ensure all work is done properly, and
 - (ii) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - (iii) cause as little damage as is practicable to the lot burdened and any improvement on it, and
 - (iv) restore the lot burdened as nearly as is practicable to its former condition, and
 - (v) make good any collateral damage.
 - (c) The owner of the lot benefited may:
 - (i) by any reasonable means pass across each lot burdened, but only within the site of this easement, to get to or from the lot benefited, and
 - (ii) do anything reasonably necessary for that purpose, including:
 - (A) entering the lot burdened, and
 - (B) taking anything on to the lot burdened, and
 - (C) carrying out work within the site of this easement, such as constructing, placing, repairing or maintaining trafficable surfaces, driveways or structures.
 - (d) In exercising those powers, the owner of the lot benefited must:
 - (i) ensure all work is done properly, and
 - (ii) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - (iii) cause as little damage as is practicable to the lot burdened and any improvement on it, and
 - (iv) restore the lot burdened as nearly as is practicable to its former condition, and
 - (v) make good any collateral damage.
- 2. Terms of easement, profit à prendre, restriction, or positive covenant numbered 1 in the plan.**
- (a) The body having the benefit of this easement may:
 - (i) transmit electricity through each lot burdened, but only within the site of this easement, and
 - (ii) do anything reasonably necessary for that purpose, including:
 - (A) entering the lot burdened, and
 - (B) taking anything on to the lot burdened, and
 - (C) carrying out work, such as constructing, placing, repairing or maintaining poles, wires, conduits and equipment.
 - (b) In exercising those powers, the body having the benefit of this easement must:
 - (i) ensure all work is done properly, and
 - (ii) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - (iii) cause as little damage as is practicable to the lot burdened and any improvement on it, and
 - (iv) restore the lot burdened as nearly as is practicable to its former condition, and
 - (v) make good any collateral damage.
 - (c) The owner of the lot benefited may:

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- (i) transmit electricity through each lot burdened, but only within the site of this easement, and
 - (ii) do anything reasonably necessary for that purpose, including:
 - (A) entering the lot burdened, and
 - (B) taking anything on to the lot burdened, and
 - (C) carrying out work, such as constructing, placing, repairing or maintaining poles, wires, conduits and equipment.
 - (d) In exercising those powers, the owner of the lot benefited must:
 - (i) ensure all work is done properly, and
 - (ii) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - (iii) cause as little damage as is practicable to the lot burdened and any improvement on it, and
 - (iv) restore the lot burdened as nearly as is practicable to its former condition, and
 - (v) make good any collateral damage.
- 3. Terms of easement, profit à prendre, restriction, or positive covenant numbered 3 in the plan.**
- (a) The body having the benefit of this easement may:
 - (i) transmit electricity through each lot burdened, but only within the site of this easement, and
 - (ii) do anything reasonably necessary for that purpose, including:
 - (A) entering the lot burdened, and
 - (B) taking anything on to the lot burdened, and
 - (C) carrying out work, such as constructing, placing, repairing or maintaining poles, wires, conduits and equipment.
 - (b) In exercising those powers, the body having the benefit of this easement must:
 - (i) ensure all work is done properly, and
 - (ii) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - (iii) cause as little damage as is practicable to the lot burdened and any improvement on it, and
 - (iv) restore the lot burdened as nearly as is practicable to its former condition, and
 - (v) make good any collateral damage.
 - (c) The owner of the lot benefited may:
 - (i) transmit electricity through each lot burdened, but only within the site of this easement, and
 - (ii) do anything reasonably necessary for that purpose, including:
 - (A) entering the lot burdened, and
 - (B) taking anything on to the lot burdened, and
 - (C) carrying out work, such as constructing, placing, repairing or maintaining poles, wires, conduits and equipment.
 - (d) In exercising those powers, the owner of the lot benefited must:
 - (i) ensure all work is done properly, and
 - (ii) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - (iii) cause as little damage as is practicable to the lot burdened and any improvement on it, and
 - (iv) restore the lot burdened as nearly as is practicable to its former condition, and
 - (v) make good any collateral damage.
- 4. Terms of easement, profit à prendre, restriction, or positive covenant numbered 4 in the plan.**

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- (a) The body having the benefit of this easement may:
 - (i) provide domestic services supplied by that body through each lot burdened, but only within the site of this easement, and
 - (ii) do anything reasonably necessary for that purpose, including:
 - (A) entering the lot burdened, and
 - (B) taking anything on to the lot burdened, and
 - (C) carrying out work, such as constructing, placing, repairing or maintaining pipes, poles, wires, cables, conduits, structures and equipment.
- (b) In exercising those powers, the body having the benefit of this easement must:
 - (i) ensure all work is done properly, and
 - (ii) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - (iii) cause as little damage as is practicable to the lot burdened and any improvement on it, and
 - (iv) restore the lot burdened as nearly as is practicable to its former condition, and
 - (v) make good any collateral damage.
- (c) The owner of the lot benefited may:
 - (i) use each lot burdened, but only within the site of this easement, to provide domestic services to or from each lot benefited, and
 - (ii) do anything reasonably necessary for that purpose, including:
 - (A) entering the lot burdened, and
 - (B) taking anything on to the lot burdened, and
 - (C) carrying out work, such as constructing, placing, repairing or maintaining pipes, poles, wires, cables, conduits, structures and equipment.
- (d) In exercising those powers, the owner of the lot benefited must:
 - (i) ensure all work is done properly, and
 - (ii) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - (iii) cause as little damage as is practicable to the lot burdened and any improvement on it, and
 - (iv) restore the lot burdened as nearly as is practicable to its former condition, and
 - (v) make good any collateral damage.
- (e) For the purposes of this easement, **domestic services** includes supply of water, gas, electricity, telephone and television and discharge of sewage, sullage and other fluid wastes.

5. Terms of easement, profit à prendre, restriction, or positive covenant numbered 5 in the plan.

- (a) The body having the benefit of this easement may:
 - (i) run water in pipes through each lot burdened, but only within the site of this easement, and
 - (ii) do anything reasonably necessary for that purpose including:
 - (A) entering the lot burdened, and
 - (B) taking anything on to the lot burdened, and
 - (C) carrying out work, such as constructing, placing, repairing or maintaining pipes and equipment.
- (b) In exercising those powers, the body having the benefit of this easement must:
 - (i) ensure all work is done properly, and
 - (ii) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - (iii) cause as little damage as is practicable to the lot burdened and any improvement on it, and

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- (iv) restore the lot burdened as nearly as is practicable to its former condition, and
- (v) make good any collateral damage.
- (c) The owner of the lot benefited may:
 - (i) run water in pipes through each lot burdened, but only within the site of this easement, and
 - (ii) do anything reasonably necessary for that purpose including:
 - (A) entering the lot burdened, and
 - (B) taking anything on to the lot burdened, and
 - (C) carrying out work, such as constructing, placing, repairing or maintaining pipes and equipment.
 - (d) In exercising those powers, the owner of the lot benefited must:
 - (i) ensure all work is done properly, and
 - (ii) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - (iii) cause as little damage as is practicable to the lot burdened and any improvement on it, and
 - (iv) restore the lot burdened as nearly as is practicable to its former condition, and
 - (v) make good any collateral damage.

Griffith City Council

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CLAUSE **CL03**

TITLE **Airport Masterplan**

FROM **Joanne Bollen, Governance Officer**

TRIM REF **25/59395**

SUMMARY

Council currently has budget allocated to develop an Airport Masterplan. The Masterplan will address various elements, including leases and security upgrades.

The current Airport Masterplan is attached for the Committee's consideration.

RECOMMENDATION

That the information be received.

ATTACHMENTS

(a) Airport Masterplan [↓](#)

37



GRIFFITH CITY COUNCIL

**GRIFFITH AIRPORT
MASTER PLAN**

2008 - 2018



CITY OF GRIFFITH

GRIFFITH AIRPORT

MASTER PLAN

2008 – 2018

Prepared for
GRIFFITH CITY COUNCIL
by
AIRPORTS PLUS PTY LTD
and
SEMF PTY LTD
in association with
VIPAC Engineers and Scientists Pty Ltd

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Part 1 Master Plan

1 INTRODUCTION

Airports Plus Pty Ltd was commissioned by the Griffith City Council to undertake a study to produce a new Master Plan for Griffith Airport with a 10 year planning horizon.

A consultant's brief was prepared for the project and included the following objectives:

- The location of the proposed new terminal;
- The proposed expansion and layout of the car park;
- Expansion requirements of the main apron;
- A possible extension of runway 06/24
- Extensions to the existing taxiway system, including the provision of a parallel taxiway;
- Relocation of the Primary Wind Indicator;
- The establishment of a dedicated helicopter area, including parking areas;
- GA parking requirements, including facilities for the air ambulance;
- Identification of possible aviation and non-aviation related lease areas;
- The extension of Aerodrome Road to meet Rifle Range Road;
- Develop an Australian Noise Exposure Forecast; and
- Identify any other infrastructure requirements.

The methodology used to achieve the objectives included:

- An inspection of Griffith Airport including an overview of all infrastructure;
- Consultation with all key stakeholders including community representatives to ascertain current and future business and community developments and expectations;
- Interviews with all major aircraft operators based at Griffith Airport to collect data on the type of aircraft being operated, the number of movements of their current aircraft and future aircraft types that may be introduced;
- Interview with the current RPT operator (Regional Express) to collect data on future aircraft types and operations;
- Collection of data regarding other RPT aircraft operations (eg., Virgin Blue)
- Collection of data regarding itinerant aircraft and helicopter operations;
- Correlation of all data collected and the preparation of a draft ANEF report and plan for endorsement by Council;
- Submission of the final ANEF report and plan for endorsement by Airservices Australia;
- Preparation of a draft Land Use Strategy and Master Plan for the Airport site specifically addressing the above criteria;
- Submission of the draft Master Plan report and discussions with Council officers; and
- Submission of the final Master Plan report.

The central goal of this report is to produce a strategic airport planning document that considers the future development of the site with a planned and logical development strategy. The emphasis of this document is on making allowance for aviation growth, and protecting the airport from external developments that may otherwise impact on aircraft operations, while also maximising the use of the site for non-aviation activities.

Griffith Airport

The importance of the Master Planning process was further emphasised during the drafting of this report with the NSW Minister of Transport declaring that the air transport route between Griffith and Sydney to be a deregulated route as from 30 March 2008. This declaration opens up the Griffith/Sydney air transport route to competition.

A number of reports were reviewed that had been prepared by Council, relating to the future development and operation of the airport. These reports were:

- Griffith Airport Master Plan, Airport Planning Pty Ltd, 1989
- Griffith Airport Development Strategy, Rehbein AOS Airport Consulting, 2005
- Griffith Airport Business Plan 2006/2012, Airports Plus Pty Ltd, 2006

2 MASTER PLAN REPORT STRUCTURE

This report comprises two separate parts in line with the objectives and methodology listed above. Each of the parts has been written as stand alone documents so that they can be used independently for planning and other purposes.

The parts are:

- Griffith Airport Master Plan – prepared by Airports Plus Pty Ltd and SEMF Pty Ltd: and
- Australian Noise Exposure Forecast 2018 - prepared by VIPAC Engineers and Scientists Ltd

3 AVIATION TERMINOLOGY USED IN THIS REPORT

The aviation industry uses a number of abbreviations and terms that are defined in the list below.

General Aviation (GA) is defined as all aviation activity at civil airports other than Regular Public Transport (RPT) by international and domestic airlines. GA is divided into a number of sectors that include air charter, private and corporate flying, local flying, pilot training and aerial work. Pilot training and aerial work dominate total GA hours flown in Australia. Helicopter operations are also normally classified as GA.

Regular Public Transport (RPT) is a term used to define a scheduled airline service that is available to the general public.

ACN	Aircraft Classification Number
AEP	Aerodrome Emergency Plan
ARFL	Aeroplane Reference Field Length
CASA	Civil Aviation Safety Authority
GPS	Global Positioning System
INM	Integrated Noise Model
MTOW	Maximum Take-off Weight
PAL	Pilot Activated Lighting
PCN	Pavement Classification Number
VOR	Visual Omni Range radio beacon

4 AVIATION PLANNING CRITERIA

4.1 Aerodrome Reference Code

The Aerodrome Reference Code is a planning reference based on the characteristics of the aeroplane determined as the critical aeroplane for an aerodrome.

The “critical aeroplane” is defined by CASA as “the aeroplane, or aeroplanes, ... [that] ... the aerodrome is intended to serve as having the most demanding operational requirements with respect to the determination of movement area dimensions, pavement bearing strength and other physical characteristics in the design of [an] aerodrome...”

Once the critical aeroplane has been determined the aerodrome facilities can be designed and built to meet those characteristics.

At Griffith Airport a Fokker F27 was most likely the critical aeroplane that the facilities were designed for. This aeroplane is not now operated in Australia and it will be necessary to determine a new “critical” aeroplane in the following sections of the Master Plan.

The following table indicates the size of aircraft that determine the Aerodrome Reference Code and is copied from CASA’s Manual of Standards Part 139 (Chapter 2) which contains the Australian standards for aerodromes.

Aerodrome Reference Code				
Code element 1		Code element 2		
Code number	Aeroplane reference field length	Code letter	Wing span	Outer main gear wheel span
1	Less than 800 m	A	Up to but not including 15 m	Up to but not including 4.5 m
2	800 m up to but not including 1200 m	B	15 m up to but not including 24 m	4.5 m up to but not including 6 m
3	1200 m up to but not including 1800 m	C	24 m up to but not including 36 m	6 m up to but not including 9 m
4	1800 m and over	D	36 m up to but not including 52 m	9 m up to but not including 14 m
		E	52 m up to but not including 65 m	9 m up to but not including 14 m
		F	65 m up to but not including 80 m	14 m up to but not including 16 m

Table 1 – Aerodrome Reference Code

The F27 was a code 3C aeroplane.

4.2 Selected Critical Aircraft

As the F27 does not now operate in Australia it is necessary to determine a new “critical aeroplane” for Griffith Airport so that appropriate allowances may be made in the Master Plan to accommodate it.

The current SAAB aeroplanes being operated by Regional Express have a significant requirement for runway length, but they must also be compared with other aeroplanes providing RPT services, such as the Boeing 737, Airbus A320 and the Embraer E170.

Griffith Airport

The majority of passenger operations into regional centres in Australia have been serviced by turbo prop aircraft with a seating capacity up to 50. The two common aircraft are Dash 8 and the SAAB 340. Recently Virgin has begun introducing Embraer E170 jet aircraft, with seating for 78 passengers, onto Regional services.

There are many business aircraft used in Australia but the ones that currently operate into Griffith Airport are the Canadair Challenger 604 used by the RAAF to transport Federal Parliamentarians within Australia. Cessna Citation/Learjet or similar are used by many businesses to transport their senior management within Australia.

Aeroplane manufacturers provide operational information that allows aerodrome planners to allow for specific aeroplanes, and also allows aeroplane operators to determine the suitability of an aerodrome for an aeroplane. The information provided includes:

- The **Aerodrome Reference Field Length (ARFL)** which is used to determine the runway length required. The ARFL is determined for operations on a flat paved runway at sea level in standard atmospheric conditions and zero wind. Multiplying factors have been determined by CASA to allow for variations in the above conditions, so that a required runway length can be determined. The length is also subject to commercial and financial considerations as an aeroplane can operate with a reduced carrying capacity.
- The **Aeroplane Classification Number (ACN)** which is a number that expresses the relative effect of the aeroplane on a pavement for a specified subgrade category. This number should match the runway's **Pavement Classification Number (PCN)** so that the aeroplane's operation does not cause any structural deterioration to the runway.
- The **Wing Span** and **Outer Main Gear Wheel Span** which are used to determine the aeroplanes code number (see above) which determines the physical characteristics of the aerodrome.

A comparison of the various aeroplane types that have been considered is shown in the following table. From this comparison, Code 3C aircraft, such as the SAAB 340 and the Embraer E170, have been determined as the aeroplane size to provide a high quality service to the Griffith community. Furthermore, the Embraer E170 is the only jet RPT aeroplane with greater than 50 seat capacity likely to be operated in Regional Australia within the next 20 years.

Aeroplane	Ref Code	ARFL*	MTOW (kg)	Seating Capacity
Jet Aeroplanes				
Boeing 737 - 400	4C	2499	63,083	129
Airbus A320	4C	2058	72,000	150
Embraer E170	3C	1547	35,990	78
Turbo Prop Aeroplanes				
Dash 8 – 300	2C	1122	18,642	50
SAAB 340	3C	1220	12,371	34
Challenger 604	3B	1780	21,500	12
Fokker F27-500	3C	1670	20,412	60

Table 2 – Comparison of aircraft operating characteristics

The ARFL must be adjusted for the specific characteristics of an aerodrome, including for its altitude and average temperature. For example, the corrections for

Griffith Airport

the altitude and temperature of Griffith results in a runway length requirement of 1700 m for the Embraer E170.

As can be seen from the above comparison, the Embraer E170 requires similar aerodrome characteristics as the Fokker F27 and has a carrying capacity of 78 passengers in a jet RPT aeroplane. It is also the “critical” aeroplane as it has ...” the most demanding operational requirements with respect to the determination of movement area dimensions, pavement bearing strength...” that can be accommodated with minimal alterations to the Griffith Airport infrastructure.

The adoption of a Code 4C aircraft, such as the Boeing 737, as the critical, or design, aircraft has the following site restrictions which are discussed in more detail in Section 4.3 below and depicted on Figure 1 in Section 9:

- There will be no area available within the serviced sites for aviation developments;
- Existing buildings will have to be demolished, including the current terminal and some of the buildings occupied by the agricultural operators, including the larger ones;
- Height restrictions will need to be placed on adjoining properties to the north of the airport, which may require land acquisitions;
- The aircraft pavements will require strengthening and widening. This will equate to the construction of a new runway, taxiway and apron to replace the existing pavements; and
- The terminal precinct will be restricted between the Golf Course and the runway strip area so that there will be limited aircraft parking available.

The passenger numbers that were being achieved when the Rex service to Melbourne was operating of about 100,000 annually (50,000 arrivals and 50,000 departures) can be carried on 5 Boeing 737 services per week, or one per day Monday to Friday only. This level of service will not provide the level of service that the community rightfully expects. The end result will be that the passengers will find a more convenient mode of travel with a possible loss of all air services. Furthermore, there is no indication of current or future air freight opportunities to warrant the introduction of the larger aircraft.

The cost to introduce a Code 4C aircraft is estimated to be similar to the cost of a new airport on a green field site large enough to accommodate all the operational requirements.

Accordingly, Code 3C has been adopted as the design aeroplane standard for the future of Griffith Airport.

4.3 Determining Runway Operational Requirements

A runway is required to be a specified width and be surrounded by a runway strip of a specified dimension, have runway end safety areas (RESA) at each end and to have a series of Obstacle Limitation Surfaces, primarily based on a specified baseline at either end of the runway. CASA provides standards for these characteristics in its Manual of Standards Part 139 – Aerodromes (Chapter 6). They are summarised in the following table for both Code 3C and 4C aeroplanes allowing for a non-precision instrument approach (GPS approach).

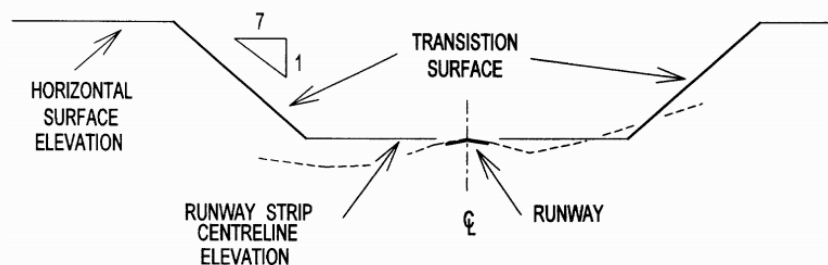
Griffith Airport

	Code 3C aeroplane	Code 4C aeroplane
Runway width	30 m	45 m
Total runway strip width	150 m	300 m
Length of runway end safety area	90 m	90 m
Inner edge width of approach surface	150 m	300 m
Slope of the first section of the Approach Surface	3.33%	2.0%
Inner edge width of takeoff surface	180 m	180 m

Table 3 – Summary of Code 3C and 4C Physical Requirements

A code 3C aircraft also requires that similar Obstacle Limitation Surfaces (OLS) must be protected, however they originate closer to the runway centreline and, therefore, have a lesser impact on the surrounding environment.

The critical OLS on an airport is the transitional surface, which commences at the edge of the runway strip (75 m from the runway centreline for code 3C aeroplanes) and slopes upwards and outward at a gradient of 14.3% (1 in 7) until it intersects the Inner Horizontal Surface at a height of 45 m above the aerodrome. The following diagram depicts the Transitional Surface in relation to the runway centreline.



The runway length is also determined by the length available between an obstacle free Approach Surface at either end of the airport property. With allowances for a Code 3 non-precision instrument approach to either end of runway 06/24, providing a final approach gradient of 3.33%, a maximum runway length of 2,080 m is available due to terrain obstacles both east and west of the airport. The OLS and the terrain obstacles are shown on Figure 3 in Section 9.

The alignments of the two runways would have been based on the prevailing winds and have been chosen to provide at least 95% useability. The current data available from the Bureau of Meteorology, and the property boundaries, indicates that there is no reason to realign the runways.

A future runway of **2,080 m** in the 06/24 alignment will be protected to allow for a future Embraer E190 RPT operation. There is no requirement to extend the 18/36 runway which can only be used by light GA aircraft during strong northerly winds.

Griffith Airport

Regional Express advised, by email, during the consultation process that the SAAB operations require an additional 200 m of runway pavement; a total of 1,700 m. This should be considered as a Stage 1 extension to the runway.

	Length of Runway (metres)	Width of Runway (metres)	Company Utilising Aircraft Type
Griffith Airport - current runway	1500	30	
SAAB 340 (currently in use at Griffith Airport)	1700	30	Regional Express
Embraer E170	1700	30	Virgin
Embraer E190	2080	45	Virgin
Boeing 737	2499	45	Qantas, Virgin
Airbus A-320	2058	45	Jetstar
Max runway length available	2080		

Table 4 – Summary of aircraft and runway requirements

5 EXISTING FACILITIES

Terminal Building

In previous planning exercises the current location of the terminal was considered adequate as Regional Express was servicing the airport with the SAAB 340 (twin propellers). Planning was underway to undertake major extensions to the terminal building to accommodate the passenger loads being experienced at Griffith airport. However with the suspension of the Melbourne service Council is now investigating the possibility of attracting other airlines to Griffith. With this in mind this Master Plan has been developed with the Embraer E170 used as the design aircraft for planning infrastructure requirements at Griffith Airport.

With the introduction of jet services, 100% screening of passengers and baggage will have to take place, at an estimated cost of \$4 million for the screening equipment alone. As such space requirements in terms of screening equipment and sterile areas will need to be considered. Further staff amenities required for the increased staff levels that will be required to undertake this operation will also need to be considered. The total cost of a Terminal and the required screening equipment is likely to be in the order of \$7,000,000.

Generally, while the Terminal provides shelter and limited facilities for current passengers it does not provide an appropriate image for the Griffith community and will not facilitate the introduction of jet passenger services. Therefore, if jet RPT services commence, it is recommended that a new Terminal Building be constructed.

Runways, Taxiways and Aprons

The current runway 06/24 is 1503 m long and 30 m wide, fitted with a Pilot Activated Airport Lighting Control System. If jet RPT services are introduced a Visual Approach Slope Indicator system will need to be installed. It is estimated that to install a Precision Approach Path Indicator lighting system, which meets the current CASA standards would cost in the order of \$100,000. A new lighting system, which will be required when the runway is extended, will be in the order of \$600,000.

The cost of extending the 30 m wide runway to a total length of 1700 m. has been estimated at \$500,000.

The current runway 18/36 is a 600 m long and 18 m wide grass runway, provided for light aircraft operating predominantly in strong northerly winds. It is proposed that this runway be retained in its current form.

The capacity of the current runway configuration is much greater than the number of aircraft movements and therefore there is no need to calculate the busiest peak hour or forecast the busiest peak hour for the next 10-15 years. The current runway configuration has the capacity of over 100,000 aircraft movements per annum and would be greater with the addition of the parallel taxiway.

The existing taxiways are adequate for the current and any foreseeable RPT aircraft operations.

The main apron is suitable in size for two SAAB sized aircraft (wing span of 22 m) but would have to be extended to park two aircraft if one was to be an Embraer E170 with a 26 m wing span, at an estimated cost of \$200,000.

The parking for general aviation aircraft is well serviced with prepared parking areas and Council provided tie down facilities.

There is currently no dedicated facility provided for helicopters.

Griffith Airport

Access Roads

The current access road is Remembrance Drive from the Griffith CBD area. There are no sealed access roads to facilitate access from the Lake Wyangan residential areas to the north or from the growing Collina area to the east. The Collina and Lake Wyangan areas have been identified in Council's Growth Strategy 2030 as future residential development areas for Griffith and should have ready access to the airport.

There is an unsealed road that provides some access to and from the residential areas to the west.

Services

The current services are provided to the terminal building and to the other buildings that currently occupy the site. The services provided are water, power and telecommunications. Each building has its own septic tank system if it has toilets installed.

Drainage

The airport and the hills to the south of the airport drain through a culvert that passes under the runway just to the east of the Terminal building. The large catchment area and the restricted drainage system results in flooding of the Terminal Building and restricts development of the site. The catchment area is shown on Figure 2 in Section 9.

Council is negotiating with the Department of Natural Resources to develop a flood mitigation study for the area in which the airport is located. The study may recommend the construction of flood retention basins, and provision has been made for one up stream of the runway.

GCC has advised that the existing terminal building has been flooded in the past during rainfall events and that this can be a regular occurrence. The magnitude of rainfall event that causes flooding of the building and car park area has not been evaluated. As the current terminal building is prone to flooding, it is recommended that the floor level of the future terminal building is set above the 1 in 100 year flood level.

Other Buildings

There are numerous other buildings erected on the airport to service the various aviation activities.

Non Aviation Commercial

The only non-aviation activity on the airport is an agricultural lease for grazing and a small area leased for the conversion of the lees from wine making into cattle feed and compost.

Environment

Evaporation Ponds

Each of the agricultural aviation operators has an evaporation pond to contain the waste materials from each day's spraying operations. The waste consists of the aircraft tank residue and water. The ponds were apparently clay lined, however this study did not confirm the integrity of the ponds, nor did it analyse the cocktail of chemicals that the ponds may contain. The odours from the ponds are noticeable in the Terminal area.

The plan makes provision for the construction of a new wash down bay and evaporation pond.

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Remnant Forest

There are two areas of remnant forest located either side of the runway across the middle of the airport. The plan makes provision for the protection of these areas. Further study may be required to identify their environmental significance.

6 DEVELOPMENT TRIGGERS

Master Plans usually include aviation activity forecasts; however these generally prove to be unreliable tools to predict capital expenditure and facility development. A more realistic method is to identify trigger points and to base capital expenditure on normal financial measures, such as return on investment, through negotiations with the users who may ultimately fund the expansion and/or on a commercial basis. As an example of this, over the previous twelve months, GA traffic has almost ceased due to the drought and the RPT traffic has changed by 50% due to the introduction, and the subsequent cessation, of the Griffith/Melbourne service; these changes have had an impact on the operations of the airport and were not predicted.

Therefore the triggers for expansion should be:

- Runway – Stage 1: Regional Express currently requires an additional 200 m of runway pavement to enable operations in summer without sacrificing payload. Any extension of the runway will require an upgrade of the airport lighting system. This will also enable the Embraer E170 to operate flights of about 1 hour duration (eg, Melbourne, Sydney, Brisbane, Adelaide) from Griffith Airport.
- Runway - Stage 2: Extend the runway to 2100 m. This will be demand driven to enable aircraft such as the Embraer E170 to operate to its maximum range. This extension will be based on financial and “level of service” considerations. It is high unlikely that such an extension will be required in the period of this Master Plan.
- Taxiway: Will be driven by a “level of service” consideration as the current and any forecast traffic can be accommodated with minimal delays using the current taxiways to enter the runway.
- Terminal Building: Already identified for replacement based on “level of service” considerations. With the introduction of jet services, 100% screening of passengers and baggage will have to take place, at an estimated cost of \$7 million. As such space requirements in terms of screening equipment and sterile areas will need to be considered. Further staff amenities required for the increased staff levels that will be required to undertake this operation will also need to be considered. The existing building will not accommodate the additional space requirements and will have to be either extended or replaced. Generally, while the Terminal provides shelter and limited facilities for current passengers it does not provide an appropriate image for the Griffith community and will not facilitate the introduction of jet passenger services.
- Apron Area: This expansion will be associated with an expansion of the Terminal Building to accommodate additional scheduled services, especially jet aircraft services. Any expansion of the apron will also trigger a relocation of the Illuminated Wind Indicator and Signal Circle located immediately to the east of the current apron.
- Other developments: Should be based on normal financial and commercial considerations, which could include speculative developments.

7 LAND USE STRATEGY

The recommended Land Use reserves for Griffith Airport are shown on Figures 4 and 5 in Section 9.

7.1 Terminal Zone, including Car Park

The terminal precinct, including the car park, should be reserved as shown on Figure No 4. This location takes into consideration the ready availability of key service requirements (power and water), the access of the terminal to the main access road and the existing apron and taxiway. The precinct allows for the apron to be extended parallel to the runway, with provision for a second taxiway onto the runway. It also allows for the development of a taxiway parallel to the main runway.

Adjacent to this zone, and beside the entrance roadway, an area has been reserved as a green area which can be developed to present an attractive entrance to the City. The actual size of a future terminal and car park will depend on commercial demands and known passenger numbers at that time. The terminal precinct allows for the expansion of the car park, rather than the requirements to develop an entire new facility, and provide services to a new area. It also maximises the use of the existing facilities.

This zone may also accommodate commercial facilities such as a food outlet and car rental companies.

To facilitate the expansion of the apron, a new Illuminated Wind Indicator (IWI) will be required. The new IWI will be located on the opposite side of the runway from the terminal so that it is visible to aircraft on both the RPT and General Aviation aprons. The current location to the east of the Terminal Building is not visible from the General Aviation area.

7.2 Aviation zone

The area currently occupied by hangars, taxiways and aprons is to be reserved as the aviation zone. It also includes the land to the west of the current buildings.

This area will allow for the development of further hangars and possibly a flying school. It also makes provision for a centralised wash down facility to control the waste materials being placed on site resulting from the cleaning of agricultural aircraft.

Within this zone provision has been made for:

- A taxiway parallel to runway 06/24 to provide access to either end of the runway to increase its operational capacity;
- An expanded RPT apron area to service the terminal zone. Any future expansion of the apron will be dependant on the size of the aircraft required to use it. For example, an Embraer E170 will require approximately an area 30 m by 60 m, with separate provision for servicing vehicles to access the aircraft;
- An Illuminated Wind Indicator on the northern side of runway 06/24 that will be visible from the majority of the aircraft parking areas;
- Emergency Services aviation facilities, primarily for use by fire bombing aircraft used by the NSW Fire Service;
- Helicopter parking remote from fixed wing aircraft parking to minimise any potential damage from the two types of aircraft operating in close proximity to each other. This area is only intended for the parking and taxiing of helicopters as it is intended that they land and take-off from the runway; and

Griffith Airport

- Expanded General Aviation parking close to the existing General Aviation parking.

A grass parallel taxiway could be provided initially to facilitate the agricultural aircraft operations. Such a taxiway would require minimal expenditure and a paved taxiway could be provided at some future date if required. This would require Council to resume lease area 42 and remediate its evaporative pond.

7.3 Obstacle Limitation Surfaces

The Obstacle Limitation Surfaces required for the continued operation of Code 3 aircraft conducting non-precision instrument approaches are shown on Figure 2.

To ensure that the transitional surfaces are protected a building line has been established for each runway at Griffith Airport as part of this Master Plan. The building line is 145m from the centreline of runway 06/42 and 100m for runway 18/36 and allows a structure 10m high to be constructed up to this line. Aprons and taxiways can be built inside this line. However, aircraft parking areas need to be carefully planned so that the largest aircraft capable of parking in that area does not infringe the transitional surface. The lines are shown on the Figures 4 and 5 at Section 9.

7.4 Non-aviation zone

The area at the eastern end of the property has been reserved for non-aviation commercial development. This area will front Rifle Range Road which will give it a very visual presence when the road is developed to take the Kidman Way around the Griffith central city area.

This area will be suitable for high value properties associated with the road transport system, such as a Truck Stop/Service Station, a Freight Interchange, heavy vehicle sales and/or maintenance facilities and storage facilities.

A future aviation fuel depot may also be established near the western end of this zone, providing access to the aircraft parking areas while not creating a safety hazard within the more public areas.

Part of this area could also be leased for agricultural purposes.

7.5 Conservation zones

The airport site contains two areas of remnant forest that will be preserved in two conservation zones, located either side of the 06/24 runway.

An extension to Aerodrome Road will be constructed along the southern boundary, passing along the southern edge of the southern conservation zone. This will enable access to the airport from the towns to the east and north without adding traffic to the Griffith suburban streets. It will also enable interpretive panels and parking areas to be developed to inform the public about the forests and their historical and environmental significance.

7.6 Other facilities**Flood retention**

From an initial desktop assessment, the catchment area upstream of the terminal is approximately 425Ha (refer Figure 2). The peak flow generated from a 1 in 100 year rainfall event on the catchment with a time of concentration of approximately 3 hours is in the order of 14 cubic metres per second. Providing complete storage for the runoff volume in a retention basin located within the airport boundary would require a basin with significant storage depth. There are existing small diameter culverts crossing under the 06/24 runway and consideration needs to be given to increasing the capacity of these culverts to accommodate greater flows.

Griffith Airport

GCC has indicated that the golf course owners may consider construction of dams on the golf course. These would primarily be for irrigation purposes, however, if appropriate located and sized, could improve retention of storm water runoff in the catchment. In the short term, until a detailed assessment of the catchment is undertaken, consideration should be given by GCC to undertaking drainage works at Remembrance Drive and around the location of the existing terminal to mitigate the impact of overland flooding to the existing car park and terminal area.

Access Roads

The current access to the airport is primarily via sealed suburban streets from the main street. There is a secondary access from the west via a natural surface roadway.

It is recommended that improved access for the growing population centres to the north (Lake Wyangan) and east (Collina) be provided by constructing the western section of Aerodrome Road and Kallinda Road through to Wyangan Avenue and by extending Aerodrome Road from the Terminal area along the southern boundary to Rifle Range Road.

8 SUMMARY OF MASTER PLAN

The following is a summary of the Master Plan and is represented in Figures 4 and 5:

Aviation

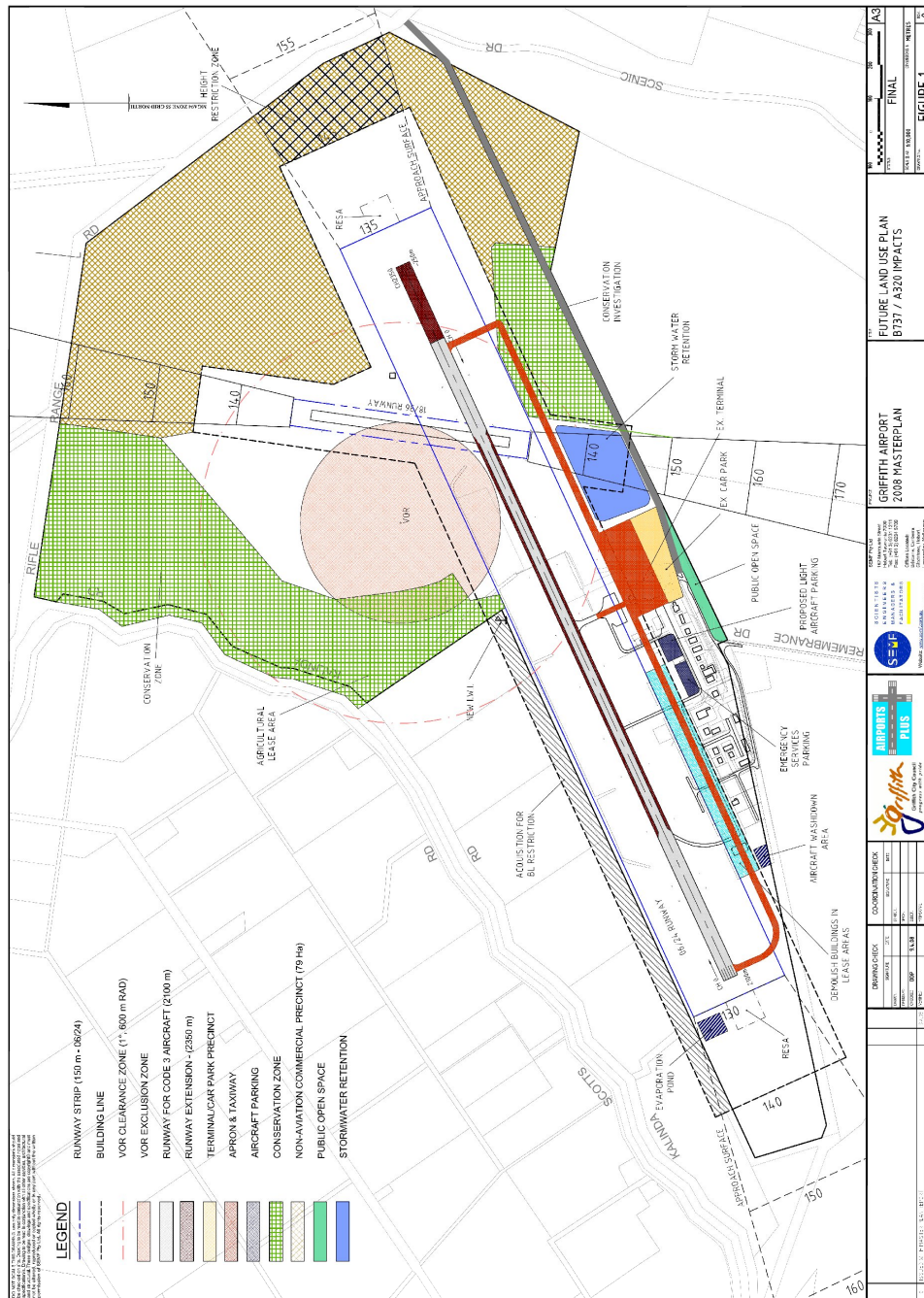
- Provision for runway 06/24 to be extended to a total length of 2,100 m., with an initial extension to 1,700 m.;
- Protection of the Obstacle Limitation Surfaces to allow for the runway extension;
- Provision for a parallel taxiway to service runway 06/24;
- Provision of a Terminal and Car Park Precinct;
- Provision for the development of a public open space at the entrance to the Terminal Precinct;
- Provision for a relocated Illuminated Wind Indicator;
- Provision for an expanded RPT Apron and General Aviation parking;
- Helicopter ground operations separated from the fixed wing aircraft areas;
- A base for Emergency Services aircraft operations, including the Air Ambulance and Fire Bombing;
- Retention and protection of runway 18/36;
- Provision for additional commercial aviation activity; and
- Provision for a common user aircraft wash down facility and evaporation pond.

Non- aviation

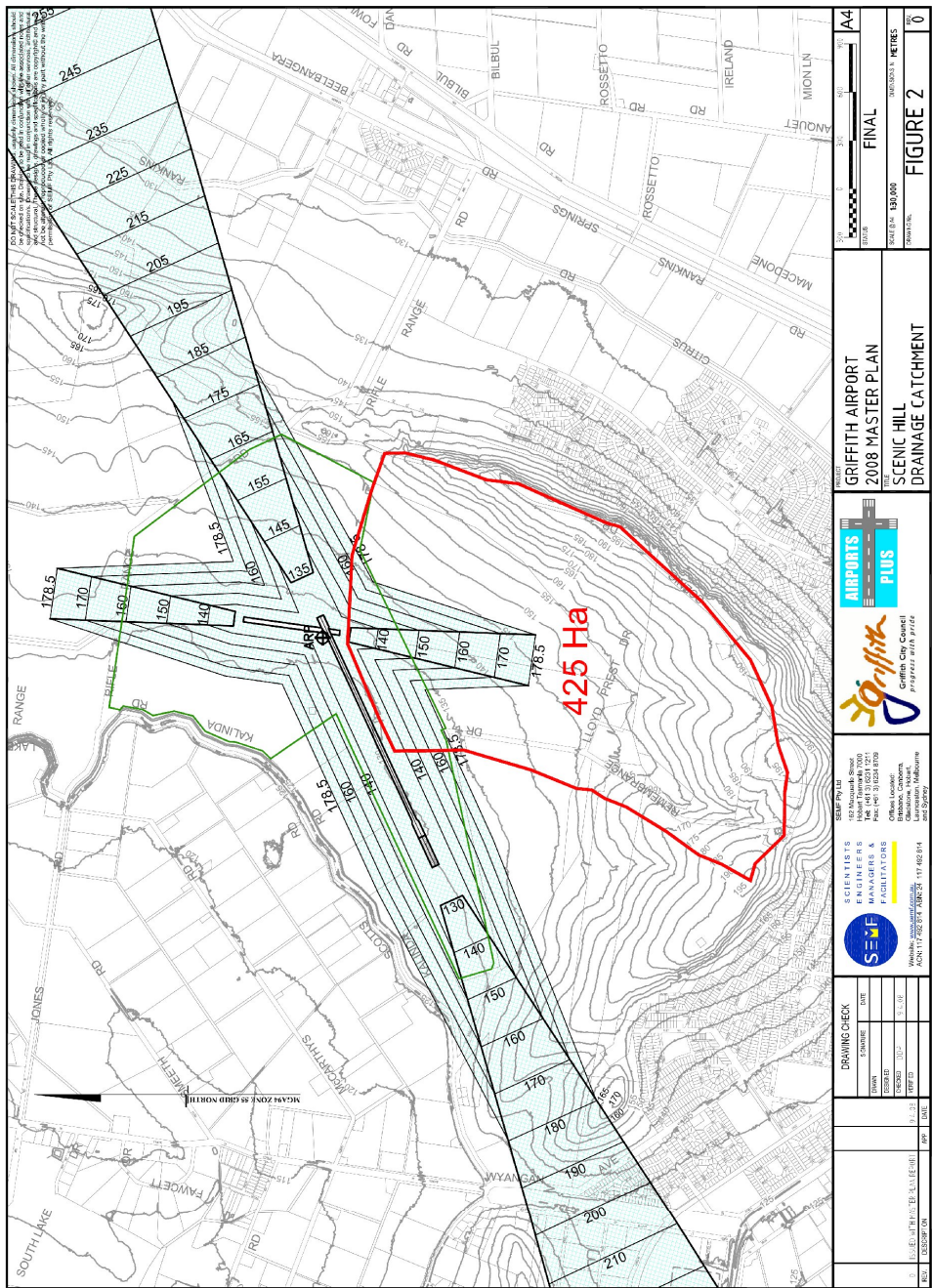
- The protection of conservation areas;
- Provision for the development of a flood retention basin to store run-off from Scenic Hill;
- Provision for commercial development on the Rifle Range Road property boundary;
- Provision for a road to connect Remembrance Drive with Rifle Range Road; and
- Recommends the development of Aerodrome Road to provide access from the west.

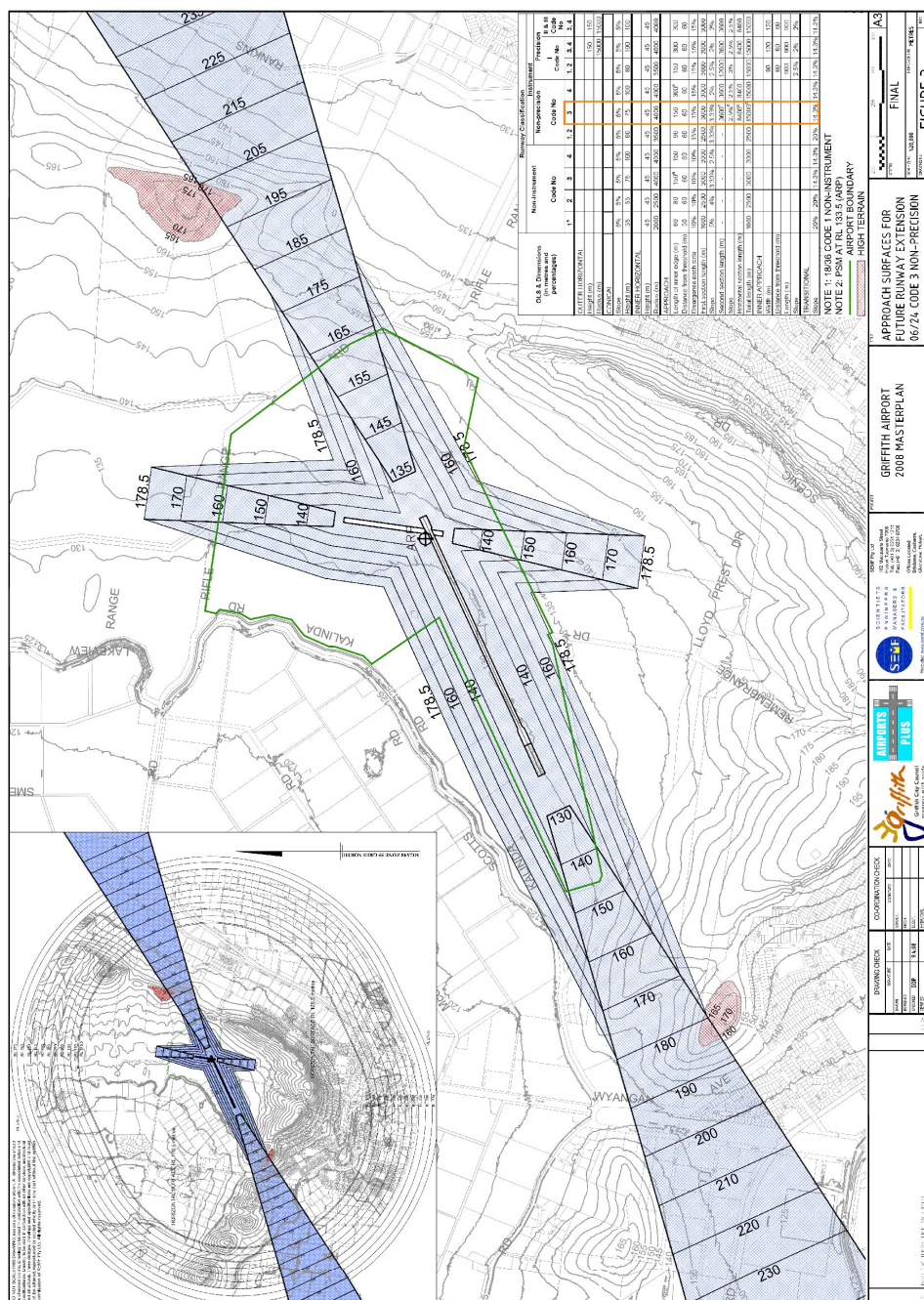
Griffith Airport

9 PLANS

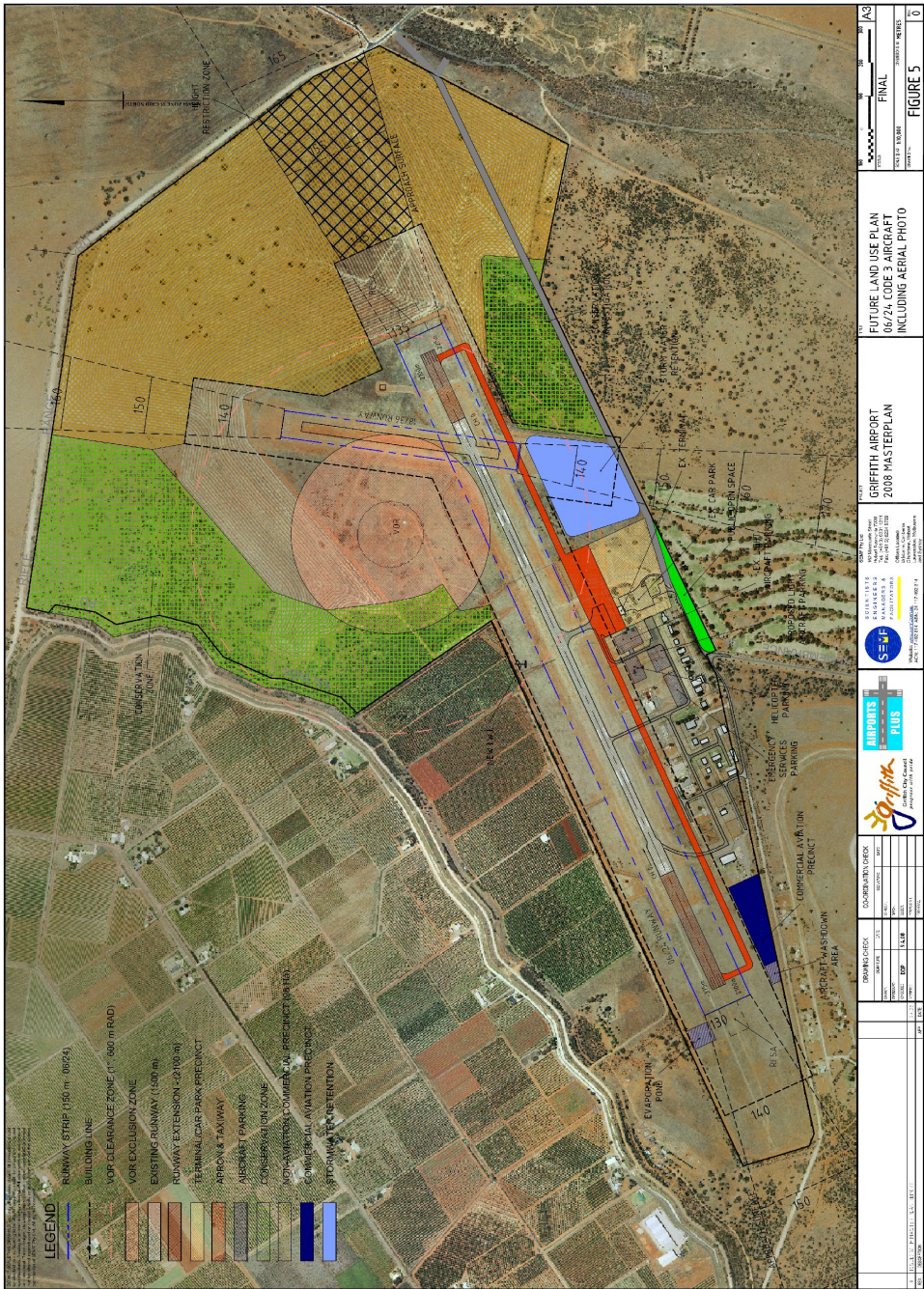


Griffith Airport





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Airports Plus Pty Ltd and SEMF Pty Ltd
September 2008

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Attachment 1 – Correspondence from Airlines.

Tom Griffiths

From: Andrew Messer [andrew.messer@rex.com.au]
Sent: Tuesday, 4 December 2007 9:38 AM
To: tom.griffiths@airportsplus.com.au
Subject: RE: Griffith Airport - Master Plan

Tom,

Sorry for the delay in the reply. The information given to you by Warrick was with reference to an increase in the actual length of the sealed surface with the existing RESA and clearway distances.



Andrew Messer
MANAGER FLIGHT OPERATIONS ENGINEERING

From: Warrick Lodge
Sent: Friday, 23 November 2007 3:57 PM
To: Andrew Messer
Cc: Jim Davis; Chris Hite; tom.griffiths@airportsplus.com.au
Subject: Griffith Airport - Master Plan

Andrew,

I met with Tom Griffiths (Airports Plus) who is doing some consultancy work for Griffith City Council re the Airport.

I passed on some of the information that you provided in terms of additional runway length and I received the following question:

Is the additional 200m in runway length, increased TODA, or increased accelerated stop distance. (ie. Additional runway or stopway). Obviously there is a cost differential between the two and our main objective is to minimise costs that are ultimately passed on to our customers.

I have copied Tom and would appreciate if you could cc Tom on this reply.

Should you need to discuss with Tom his mobile number is 0407 827 554

Thank you,



Warrick Lodge
General Manager - Network Strategy & Sales
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URL www.rex.com.au

Part 2 - 2018 ANEF

TITLE Outstanding Action Report

TRIM REF 25/38635

RECOMMENDATION

The report be noted.

ATTACHMENTS

(a) Action Report - Airport Committee - 4 June 2025 [↓](#)

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Airport Committee Action Report				
Date of Meeting	Agenda Item	Action	Action Officer	Comment
26 March 2025	1 GENERAL BUSINESS 4.1 Airport Masterplan	The current version of the Masterplan will be emailed to Committee members for their review and the matter to be discussed at the next Committee meeting.	GO	23/05/2025: Report in Agenda for Committee meeting to be held 4 June 2025.
26 March 2025	2 GENERAL BUSINESS 4.1 Leases and Leaseholders	<p>Several items were raised regarding leases and leaseholders. The items were as follows:</p> <ul style="list-style-type: none"> • Committee members expressed a preference for 5-year lease terms over 12-month leases. • The availability of leases was discussed, noting that there are currently no leases available, and concerns were raised about leases not being used for aviation purposes, such as hangars being used for storage. • Work Health and Safety (WH&S) issues at the hangars were highlighted. • The issue of off-lead dogs at the aerodrome was raised, with concerns about the risk to the public and potential Civil Aviation Safety Authority (CASA) compliance issues. 	AFC	23/05/2025: Report in Agenda for Committee meeting to be held 4 June 2025.
	CC01 GRIFFITH AIRPORT PAID CARPARKING	<p>RECOMMENDED on the motion of Councillor Tony O'Grady and Michael Borg that the licence plate recognition ticketless parking system with 3 lanes with the card only system be approved.</p> <p>SMT COMMENT: The Griffith Airport Paid Parking Project has been</p>	DSD/ USD&MPM	

		<p>workshopped with Councillors on several occasions. A workshop held Tuesday, 4 March 2025 requested that this item be referred to the Airport Committee for consideration and recommendation to Council.</p> <p>Should Council endorse to accept the recommendations in these minutes, inclusive of CC01 Griffith Airport Paid Carparking, staff will obtain updated quotations for the cost to implement the ticketless parking system. Options will also be investigated for the parking fees at the airport. A report will be presented to the next meeting of the Committee following the adoption of the 2025/26 budget. It is anticipated that this procurement process will be via public tender.</p>		
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