



AGENDA

ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE

16 APRIL 2018

MEMBERSHIP: Councillors J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

The meeting is scheduled to commence at .

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|--|------|
| EDBC18/21 REPORT OF THE ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE - MEETING 19 MARCH 2018 (ID18/658) The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 19 March 2018. | 3 |
| EDBC18/22 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - MARCH 2018 (ID18/642) The Committee had before it the report dated 4 April 2018 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act - March 2018. | 8 |
| EDBC18/23 REPORT OF THE DUBBO REGIONAL AIRPORTS COMMITTEE - MEETING 3 APRIL 2018 (ID18/663) The Committee had before it the report of the Dubbo Regional Airports Committee meeting held 3 April 2018. | 13 |
| EDBC18/24 UPGRADING OF COOTHA SEWER PUMP STATION - LOT 15 DP 753233 - CREATION OF EASEMENT IN FAVOUR OF ESSENTIAL ENERGY (ID18/661) The Committee had before it the report dated 10 April 2018 from the Manager Property Assets regarding Upgrading of Coottha Sewer Pump Station - Lot 15 DP 753233 - creation of easement in favour of Essential Energy. | 182 |

- EDBC18/25 PROPOSED CLOSURE OF UNFORMED ROAD AND SALE OF LAND IN MONTEFIORES, WELLINGTON. (ID18/660)** 186
- The Committee had before it the report dated 10 April 2018 from the Property Development Officer regarding Proposed Closure of Unformed Road and Sale of Land in Montefiores, Wellington..



**DUBBO REGIONAL
COUNCIL**

Report of the Economic Development, Business and Corporate Committee - meeting 19 March 2018

AUTHOR: Administration Officer - Governance
REPORT DATE: 10 April 2018

The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 19 March 2018.

RECOMMENDATION

That the report of the Economic Development, Business and Corporate Committee meeting held on 19 March 2018, be adopted.



**REPORT
ECONOMIC DEVELOPMENT, BUSINESS AND
CORPORATE COMMITTEE
19 MARCH 2018**

PRESENT: Councillors J Diffey, V Etheridge, D Grant, A Jones, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

ALSO IN ATTENDANCE:

The General Manager, the Director Corporate Services, the Manager Governance and Risk, the Team Leader Governance, the Director Economic Development and Business, the Manager Communications and Stakeholder Engagement, the Director Infrastructure and Operations (R Mills), the Director Planning and Environment, the Manager Strategic Planning Services and the Director Community and Recreation.

Councillor G Mohr assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 6.00pm.

**EDBC18/14 REPORT OF THE ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE
COMMITTEE - MEETING 19 FEBRUARY 2018 (ID18/491)**

The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 19 February 2018.

Moved by Councillor J Diffey and seconded by Councillor J Ryan

MOTION

That the report of the Economic Development, Business and Corporate Committee meeting held on 19 February 2018, be adopted.

CARRIED

**EDBC18/15 RURAL FIRE SERVICE TRAINING FACILITY AT DUBBO CITY REGIONAL AIRPORT
- REQUEST FOR ADDITIONAL LAND (ID18/296)**

The Committee had before it the report dated 28 February 2018 from the Manager Property Assets regarding Rural Fire Service Training Facility at Dubbo City Regional Airport - request for additional land.

Moved by Councillor B Shields and seconded by Councillor J Diffey

MOTION

The Committee recommends:

- 1. That Council agree to the request by Rural Fire Service to secure the 1.15 ha portion of land adjoining their current development site.**
- 2. That in consideration of Council providing to Rural Fire Service the additional 1.15 ha land parcel, Rural Fire Service will upgrade Judy Jakins Drive and upgrade the unnamed road between Judy Jakins and Arthur Butler Drive to be permanent roads capable of handling traffic to be generated by the Rural Fire Service development. Including the upgrading of stormwater infrastructure where it impacts the Rural Fire Service site.**
- 3. That Council consult with Rural Fire Service on the naming of the internal road and that a report be provided to the Airport Working Party for consideration.**
- 4. That Council continue to consult with the Dubbo Aero Club in regard to an appropriate alternative site within the airport grounds and Rural Fire Service reimburse Council for all expenses incurred to relocate the building.**
- 5. That any necessary documentation in relation to this matter be executed under the common seal of Council.**

CARRIED

It is noted that as this matter relates to the compulsory acquisition, purchase, sale, exchange or surrender of land, the Economic Development, Business and Corporate Committee does not have delegation to determine this matter. This matter shall be referred to Council for determine accordingly.

EDBC18/16 WELLINGTON CAVES MASTER PLAN (ID18/419)

The Committee had before it the report dated 2 March 2018 from the Manager Visitor Experiences and Services regarding Wellington Caves Master Plan.

Moved by Councillor D Grant and seconded by Councillor V Etheridge

MOTION

- 1. That the report of the Manager Visitor Experiences and Services, dated 2 March 2018 be noted.**
- 2. That the Wellington Caves Draft Master Plan as attached as Appendix 1 to this report be adopted.**

CARRIED

**EDBC18/17 REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING 13
MARCH 2018 (ID18/494)**

The Committee had before it the report of the Audit and Risk Management Committee meeting held 13 March 2018.

Moved by Councillor J Diffey and seconded by Councillor D Grant

MOTION

That the report of the Audit and Risk Management Committee meeting held on 13 March 2018, be adopted.

CARRIED

**EDBC18/18 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT -
FEBRUARY 2018 (ID18/428)**

The Committee had before it the report dated 5 March 2018 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act - February 2018.

Moved by Councillor B Shields and seconded by Councillor A Jones

MOTION

That the information provided within the report of the Director Corporate Services, dated 5 March 2018 be noted.

CARRIED

Councillor K Parker declared a pecuniary, significant interest in the matter now before the Committee and left the room and was out of sight during the Committee's consideration of this matter. The reason for such interest is that Councillor K Parker is the Manager of the Dubbo Branch of the Bank of Queensland, a bank that Council has funds invested with.

EDBC18/19 REVIEW OF RATES STRUCTURE FOR 2018/2019 (ID18/313)

The Committee had before it the report dated 1 March 2018 from the Revenue Accountant regarding Review of Rates Structure for 2018/2019.

Moved by Councillor A Jones and seconded by Councillor J Ryan

MOTION

- 1. That the Rates Structure to be included in the Revenue Policy as part of the 2018/2019 Operational Plan be based on the existing 2017/2018 rate structure.**
- 2. That the 2018/2019 rate structure incorporate a General Income Variation increase (the rate pegging limit) of 2.3% being the maximum permitted for the 2018/2019 rating year as determined by the Minister for Local Government.**

CARRIED

EDBC18/20 LEAVE OF ABSENCE

A request for leave of absence was received from Councillor D Gumley who was absent from the meeting due to personal reasons.

Moved by Councillor A Jones and seconded by Councillor J Diffey

MOTION

That such request for leave of absence be accepted and Councillor D Gumley be granted leave of absence from this meeting.

CARRIED

The meeting closed at 6.05pm.

.....
CHAIRMAN



REPORT: Investments Under Section 625 of the Local Government Act - March 2018

AUTHOR: Director Corporate Services
REPORT DATE: 4 April 2018
TRIM REFERENCE: ID18/642

EXECUTIVE SUMMARY

As required by Clause 212 of the Local Government (General) Regulation 2005, set out below are the details of all monies that Council has invested under Section 625 of the Local Government Act as at 31 March 2018.

Investments when placed have been done so in accordance with the Local Government Act, Local Government Regulations and Council's Investment Policy and Strategy. Interest on investments for the month of March 2018 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of March 2018.

ORGANISATIONAL VALUES

Customer Focused: The investment of Council funds is undertaken in accordance with Council's adopted Investment Policy and Strategy which seeks to maximise returns for the community based on a conservative approach to investing.

Integrity: All Council investments are placed and managed in accordance with the adopted Investment Policy and Strategy.

One Team: Council's investments are managed under one portfolio.

FINANCIAL IMPLICATIONS

Interest earned on investments has been included within Council's 2017/2018 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$5,400,000.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information provided within the report of the Director Corporate Services, dated 4 April 2018 be noted.

Craig Giffin
Director Corporate Services

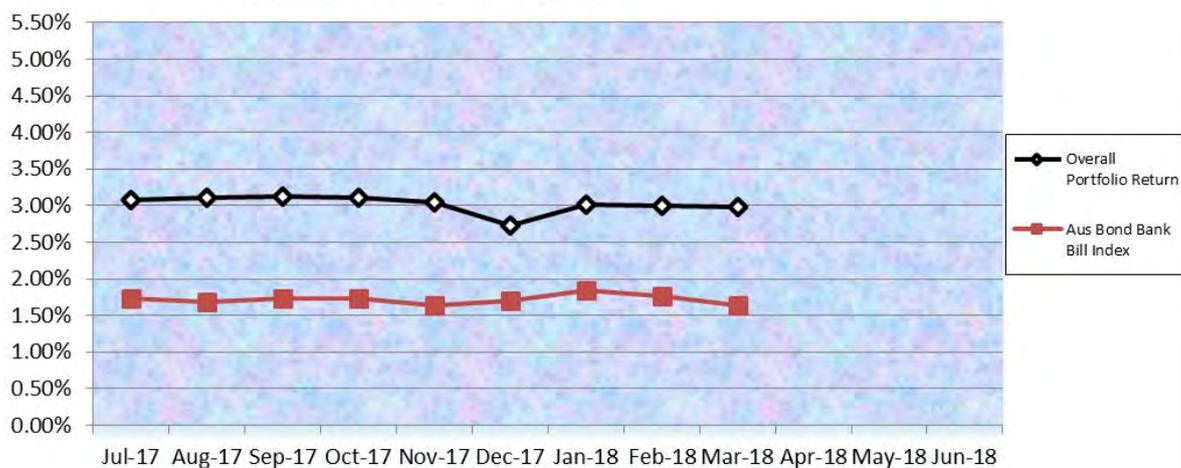
Dubbo Regional Council

MARCH 2018 REPORT

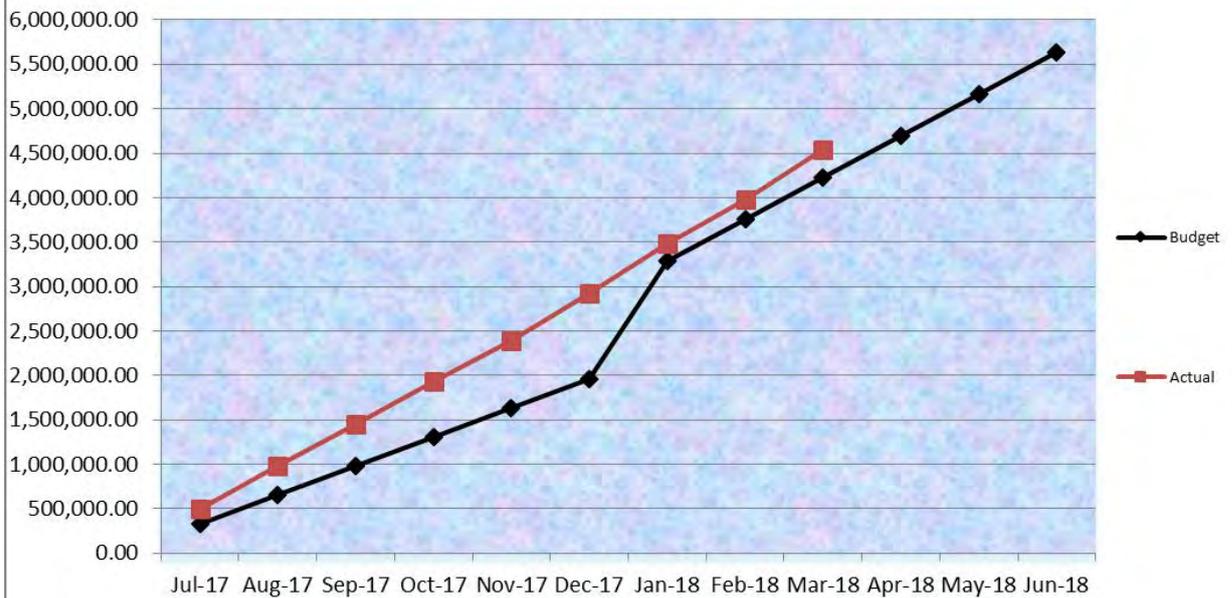
| Investments | Notes | 2018 | 2018 | 2018 | 2018 |
|--|-------|-------------------------|---------------------------|------------------------------|-------------------------|
| | | Total | Current | Non-Current | Total |
| | | As at 28/02/2018 | Maturity By 30/06/2019 | Maturity After 30/06/2019 | As at 31/03/2018 |
| Cash & Cash Equivalents (Note 6a) | | | | | |
| Cash on Hand and at Bank | | \$28,700.00 | \$29,200.00 | \$0.00 | \$29,200.00 |
| Cash-Equivalent Assets (1) | | | | | |
| - Deposits At Call | | \$11,145,473.10 | \$13,558,094.99 | \$0.00 | \$13,558,094.99 |
| Total Cash & Cash Equivalents | 6(a) | \$11,174,173.10 | \$13,587,294.99 | \$0.00 | \$13,587,294.99 |
| Investments (Note 6b) | | | | | |
| - Long Term Deposits > 3 Months | | \$188,618,941.31 | \$95,956,441.31 | \$92,662,500.00 | \$188,618,941.31 |
| - NCD's and FRN's > 3 Months | | \$20,251,209.59 | \$6,250,000.00 | \$14,001,170.73 | \$20,251,170.73 |
| - CDO's | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Investments | 6(b) | \$208,870,150.90 | \$102,206,441.31 | \$106,663,670.73 | \$208,870,112.04 |
| TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS | | \$220,044,324.00 | \$115,793,736.30 | \$106,663,670.73 | \$222,457,407.03 |

(1) Those Investments where time to maturity (from date of purchase) is < 3 months

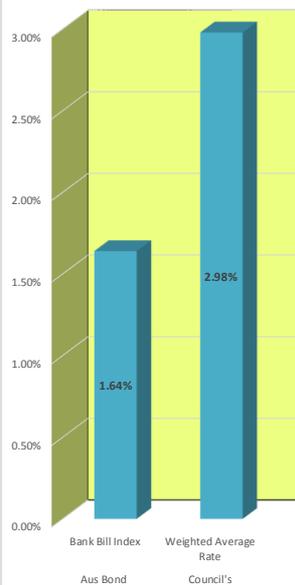
FYTD Overall Portfolio Return



Budget to Actual - Interest on Investments



Performance Benchmark as per Council Policy



Investment % Held as per Council Policy

| Institution | \$ Invested | % Invested | % Allowable | \$ Allowable |
|--|-----------------------|----------------|-------------|--------------|
| Cash on Hand and at Bank | | | | |
| CASH ON HAND AND AT BANK | 29,200.00 | 0.01% | | |
| Direct Investments | | | | |
| AMP BANK | 5,750,000.00 | 2.58% | 20% | 44,491,481 |
| BANK OF QUEENSLAND | 32,618,941.31 | 14.66% | 10% | 22,245,741 |
| BENDIGO ADELAIDE BANK LIMITED | 4,500,000.00 | 2.02% | 10% | 22,245,741 |
| COMMONWEALTH BANK | 13,000,000.00 | 5.84% | 30% | 66,737,222 |
| HERITAGE BANK | 2,000,000.00 | 0.90% | 10% | 22,245,741 |
| MACQUARIE CREDIT UNION | 1,000,000.00 | 0.45% | 1% | 2,224,574 |
| NATIONAL AUSTRALIA BANK | 35,058,094.99 | 15.76% | 30% | 66,737,222 |
| ST GEORGE BANK | 55,500,000.00 | 24.95% | 30% | 66,737,222 |
| SUNCORP METWAY | 5,001,170.73 | 2.25% | 20% | 44,491,481 |
| WESTPAC BANK | 65,000,000.00 | 29.22% | 30% | 66,737,222 |
| TOTAL DIRECT INVESTMENTS | 219,428,207.03 | 98.64% | | |
| Grandfathered Investments | | | | |
| NEWCASTLE PERMANENT BUILDING SOCIETY | 3,000,000.00 | 1.35% | | BBB |
| TOTAL GRANDFATHERED INVESTMENTS | 3,000,000.00 | 1.35% | | |
| TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS | 222,457,407.03 | 100.00% | | |

SUMMARY

Dubbo Regional Council outperformed the 11am Official Cash Rate market benchmark of 1.50%, with an average annualised return of 1.90% for its At Call investments for the month of March 2018. Council also outperformed the Bloomberg AusBond Bank Bill Index of 1.64% for the month, with an average annualised return of 2.98% for its overall portfolio return, including an average annualised return on Term Deposits and Floating Rate Notes of 3.05%.



**DUBBO REGIONAL
COUNCIL**

Report of the Dubbo Regional Airports Committee - meeting 3 April 2018

AUTHOR: Administration Officer - Governance
REPORT DATE: 10 April 2018

The Committee had before it the report of the Dubbo Regional Airports Committee meeting held 3 April 2018.

RECOMMENDATION

That the report of the Dubbo Regional Airports Committee meeting held on 3 April 2018, be adopted.

Appendices:

1 [↓](#) Dubbo Regional Airports Committee - 3/04/2018 - Reports



REPORT

DUBBO REGIONAL AIRPORTS COMMITTEE

3 APRIL 2018

PRESENT: Councillors B Shields, D Gumley, S Lawrence, G Mohr and J Ryan, the Chief Executive Officer, the Director Economic Development and Business and the Airport Operations Manager.

ALSO IN ATTENDANCE:

Councillor K Parker.

Councillor G Mohr assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 12 noon.

DRA18/1 DUBBO CITY REGIONAL AIRPORT BUSINESS PLAN 2018/2019 (ID18/529)

The Committee had before it the report dated 19 March 2018 from the Director Economic Development and Business regarding Dubbo City Regional Airport Business Plan 2018/2019.

RECOMMENDATION

- 1. That the information in the report of the Director Economic Development and Business dated 19 March 2018 be noted.**
- 2. That the draft Dubbo City Regional Airport Business Plan be adopted.**
- 3. That a 2.5% be applied to passenger fees in the draft 2018/2019 Revenue Policy.**
- 4. That an increase in security parking fees to \$15/day, \$90/week and \$150/lost ticket be considered as part of the draft 2018/2019 Revenue Policy.**
- 5. Further report on hire car licence and fees to be provided for review.**

DRA18/2 BODANGORA LANDING AREA - WELLINGTON (ID18/294)

The Committee had before it the report dated 26 February 2018 from the Director Economic Development and Business regarding Bodangora Landing Area - Wellington.

RECOMMENDATION

1. That the information in the report of the Director Economic Development and Business dated 26 February 2018 be noted.
2. That the Dubbo Regional Airports Committee consider the future operations and management options for Bodangora and provide a recommendation to Council accordingly.
3. That staff undertake further consultation with stakeholders of the Bodangora Airstrip and develop a fee structure for Bodangora Airstrip for inclusion in the 2018/2019 draft revenue policy.
4. That the Dubbo Regional Airports Committee consider future capital projects for Bodangora and it be recommended to Council that \$320,000 be considered for inclusion in the draft 4 year budget for this purpose.
5. That Bodangora user groups be consulted on proposed capital works and any proposed fees and charges included in the draft revenue policy.

DRA18/3 DUBBO CITY REGIONAL AIRPORT MAJOR PROJECTS UPDATE (ID18/545)

The Committee had before it the report dated 23 March 2018 from the Manager Airport Operations regarding Dubbo City Regional Airport Major Projects Update.

DETERMINATION

That the information contained within the report of Airport Operations Manager dated 23 March 2018 be noted.

DRA18/4 DUBBO CITY REGIONAL AIRPORT - USER SATISFACTION SURVEY (ID18/546)

The Committee had before it the report dated 22 March 2018 from the Manager Airport Operations regarding Dubbo City Regional Airport - User Satisfaction Survey.

DETERMINATION

1. That the report by Aurora Research on the 2017 Terminal User Satisfaction survey be noted.
2. That it be noted that the survey results have been used to inform the 2018/2019 Dubbo City Regional Airport Business Plan and will be used for the future review of the Airport Master Plan.
3. That information contained within the report be available for the engagement of airport stakeholders to review, introduce or improve current operations as approved by the Airport Operations Manager.

DRA18/5 UPDATE ON AIRLINE PAYMENTS (ID18/557)

The Working Party members were provided with a verbal update on this matter.

The meeting closed at 12.40pm.

.....
CHAIRMAN

**DUBBO REGIONAL
COUNCIL**

REPORT: Dubbo City Regional Airport Business Plan 2018/2019

AUTHOR: Director Economic Development and
Business

REPORT DATE: 19 March 2018

TRIM REFERENCE: ID18/529

EXECUTIVE SUMMARY

The Dubbo City Regional Airport is a regional airport certified by the Civil Aviation Safety Authority (CASA) to operate Regular Public Transport (RPT) and General Aviation (GA) aircraft operations.

The Airport is serviced by Regional Express (Rex Group), Eastern Australian Airlines (Qantaslink), Pelican Air and Jetgo who provide regional passenger transport services between Dubbo - Sydney, Dubbo - Brisbane, Dubbo - Melbourne, Dubbo - Newcastle, Dubbo - Canberra and Dubbo - Broken Hill. These airlines transported 217,518 passengers in 2016/2017. Fees and Charges for the Airport are reviewed annually. There was no increase to Passenger fees for 2016/2017 in acknowledgement of Airlines support of the extensive capital works Council was to be undertaking during this financial year.

It is proposed that 2.5% be applied to passenger fees for 2018/2019 proposed fees and charges are outlined as part of the Business Plan.

ORGANISATIONAL VALUES

Customer Focused: The Airport is focused on working with the Airline industry to deliver consistent level of services to our regional community

Integrity: Airport operations and development is supported and guided by a well-developed Business Plan and Master Plan.

One Team: the Airport Business Plan and Master Plan are developed with input from teams across the organisation specialising in infrastructure, strategic planning, property, finance and airport operations.

FINANCIAL IMPLICATIONS

Recommendations in this report include changes and inclusions in Council's draft 2018/2019 Revenue Policy. It is proposed that 2.5% be applied to passenger fees for 2018/2019.

POLICY IMPLICATIONS

Recommendations in this report include changes and inclusions to Council's Draft 2018/2019 Revenue Policy.

**DUBBO REGIONAL AIRPORTS COMMITTEE
3 APRIL 2018****DRA18/1**

RECOMMENDATION

- 1. That the information in the report of the Director Economic Development and Business dated 19 March 2018 be noted.**
- 2. That the draft Dubbo City Regional Airport Business Plan be adopted.**
- 3. That a 2.5% be applied to passenger fees in the draft 2018/2019 Revenue Policy.**

Natasha Comber

Director Economic Development and Business

DUBBO REGIONAL AIRPORTS COMMITTEE
3 APRIL 2018

DRA18/1

BACKGROUND

The Dubbo City Regional Airport is a regional airport certified by the Civil Aviation Safety Authority (CASA) to operate Regular Public Transport (RPT) and General Aviation (GA) aircraft operations.

There are over 180 Regular Public Transport (RPT) flights per week operate from the Airport as well as charter flights, General Aviation flight training and air-freight operations.

Comparison of DCRA Fees and Charges:

| Airport | 2017-18 Charges |
|----------------|------------------------|
| Tamworth | \$16.85 |
| Orange | \$16.20 |
| Albury | \$14.70 |
| Dubbo | \$14.55 |
| Wagga | \$12.36 |

REPORT

Business plan

The draft business plan is attached as **Appendix 1**. This plan will be updated with new revenue policy and budget once adopted.

The business plan guide to operations and future direction of the Airport. Importantly the Airport masterplan will be update in 2018/2019 to incorporate the significant capital works program currently occurring airside and landside and associated infrastructure plans and upgrades.

Airport Revenue Policy - Passenger Fees

In considering the airport passenger fee for RPT operators at the Dubbo Regional Airport for the 2018/2019 financial year, it is proposes that such fees increase by 2.5%.

In 2017/2018 fees were not increased.

Currently \$14.55, Airport Passenger Fees will increase to \$14.90 per arriving and departing passenger for the first 75,000 passengers, and \$7.45 per arriving and departing passengers over the 75,000 threshold under the Plan. These prices include GST. Passenger and Checked Baggage Screening Fees are proposed to be maintained as full cost recovery of contractors' charges – invoiced monthly.

The proposed Revenue Policy is outlined in the attached Draft Business Plan.

DUBBO REGIONAL AIRPORTS COMMITTEE
3 APRIL 2018**DRA18/1****Contribution to General Funds**

The draft operating budget identifies that the Airport will contribute \$250,000 in 2018/2019 to Rates and General Revenue as a result of surplus generated.

In addition, Capital Expenditure of \$300,000 will be spent on Hire Car Park if required as this is pending approval from Infrastructure NSW at the time of writing this report as we are seeking approval to re-allocate funding from the Runway Strengthening and Lighting Upgrade project of \$339,000.

\$50,000 on Apron Floodlighting with the carryover of capital works for the General Aviation Upgrade with a total project cost of \$8M.

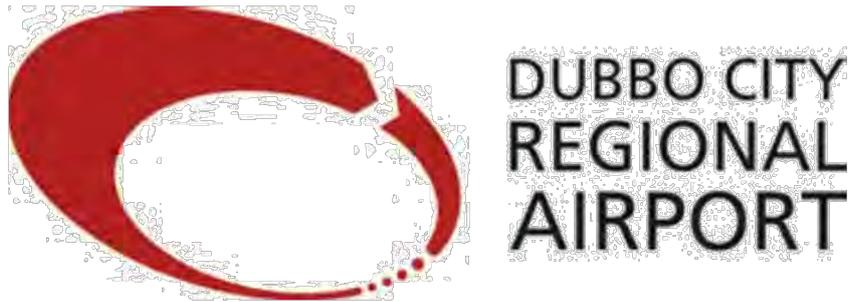
Considerable funds have been expended to raise the level of the quality of infrastructure at the Airport and the Asset Management Plan contained within the Airport Business Plan will ensure a continuing high level of service and facilities to users of the Airport.

The Airport Budget will be included in the Business Plan once it has been through Councils Annual Budget Review Process.

Appendices:

- [1](#) Airport - 2018/2019 - Business Plan - Draft Working Party Report

[Dubbo City Regional Airport Business Plan 2018/2019]



| | |
|-----------|---|
| 2018/2019 | Business Plan Airport Operations Manager |
|-----------|---|

ED18/14558

Dubbo City Regional Airport Business Plan 2018/2019

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Dubbo City Regional Airport Business Plan 2018/2019

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[Dubbo City Regional Airport Business Plan 2018/2019]

Business Plan Summary

The Business

Business name: Dubbo City Regional Airport

Business structure:

Dubbo Regional Council provides an Airport facility that meets the needs of commuters to and from Dubbo and which operates in accordance with relevant regulations and perceived emergency needs, and in doing so, provides a financial return to Council

ABN: 53 539 070 928

Business location: Arthur Butler Drive Dubbo

Date established: 1 July 1970

Business owner: Jacki Parish - Airport Operations Manager

Relevant owner experience:

10 years in Local Government experience, working in the areas of Economic Development, Destination Management, Marketing and Communications and Visitor Information Services.

Previous experience in establishing and running a successful tourism business for 8.5 years.

Strong customer service and stakeholder engagement. Strong local knowledge of the Dubbo and surrounding region. Experience in supervision of staff.

10 years' experience in National Television Production. Roles include TV Producer, Director, Station Control Operator, Promo Producer and Producers Assistant.

Products/services:

Dubbo City Regional Airport;

- ensures operations are in accordance with the relevant regulations and that perceived emergency needs are able to be responded to,
- provides airport facilities for, and encourage the operation of, economic and viable air services to and from Dubbo,
- provides the airline users of Dubbo and the western region a multi-purpose aerodrome as the basis for their operation,
- attracts development to the airport that would be of benefit to the City of Dubbo and the region in general.

[Dubbo City Regional Airport Business Plan 2018/2019]

The Market**Target market:**

Dubbo City Regional Airport services Regional Express (Rex Group), Eastern Australian Airlines (Qantaslink), Jetgo Australian Holdings (Jetgo) and Pelican Airlines Pty Ltd (Fly Pelican) who in turn provide regional passenger transport services between Dubbo, Sydney, Brisbane, Melbourne (Essendon), Newcastle, Canberra and Broken Hill. These airlines transported 217,518 passengers in 2016/17.

Airlink has recently withdrawn its passenger transport service to Cobar (January 2018), however discussions are currently in progress with another airline operator interested in providing a similar service.

In addition to RPT services at Dubbo, a number of General Aviation (GA) operators are based at the airport. These businesses operate under a range of leases and agreements and contribute to the diversity and strength of the GA Area at Airport.

Key operators are as follows:

- The Royal Flying Doctor Service (RFDS) operates an aero medical retrieval service and has an aircraft hangar as well as treatment rooms and apron on the Dubbo City Regional Airport. RFDS commenced non-urgent patient transfers in December 2015. This service compliments the service also currently supplied by Wingaway. The Royal Flying Doctors Service also provides regular fly-in fly-out GP, Nursing and Allied Health Clinics to rural and remote communities.
- Private operators with aircraft based at the airport.
- Beale Aircraft Maintenance - Aircraft engineering and maintenance service.
- Thomas Aviation - Flight Training School, Joy Flight operator and Light Aircraft Charter company.

A number of GA and Military operations visit the airport, including:

- Wingaway based at Bankstown, station an aircraft at Dubbo for non-urgent patient transfer between Dubbo and Sydney. Aircraft taxi to the southern end of the RPT apron, near the main security gate number 2, for patient loading / unloading from ambulance vehicles.
- Toll Rescue, based at Bankstown, utilise the Airport for refuelling whilst providing a transfer service between hospitals for critically ill patients
- Toll Holdings operates a freight/security mail service on weekday's .This aircraft is parked during the day on the GA apron adjacent to the Shell western fuel facility.
- Occasional helicopter movements from the Army, Care Flight and news networks who visit Dubbo for refuelling. These aircraft typically park at the southern end of the GA apron.
- RAAF fixed wing aircraft that visit Dubbo for refuelling include, PC9's from the Roulettes team, C130's, Spartan, Conair RJ85, C604 VIP aircraft, etc. These aircraft usually park at the southern end of the GA apron or on grass to the south of the apron, or Bay 1, 4 and 5 as directed.
- VIP Aircraft visit Dubbo Airport bringing various owners and investors to the region. eg Gulfstream 630

Within the Airport Passenger Terminal, lease agreements are held by four hire car companies including Budget, Hertz, Avis, and Thrifty. Warrior Warbirds lease an area to promote their

Dubbo City Regional Airport Business Plan 2018/2019

tourism adventure flights, whilst Trevor Oldroyd and Inland Distributors hold agreements providing additional income streams to the Airport via rental of spaces and commissions for massage chairs and vending machines.

Marketing strategy:Passengers

In regards to supporting passenger use, the Dubbo City Regional Airport uses media outlets to promote its services to the public. This includes newspapers, radio, internet services and social media. From time to time specific campaigns or general information about the Airport, are placed into the market. The Airport's positioning 'slogan' is "Lets Fly". This has been used as part of the business logo and included in promotional material and advertising. Most recent marketing program in late 2017 focused on regional outbound passengers and promoted the 7 destinations.

A challenge for the Airport is to not be perceived as favouring one airline over another so activities tend to be of a general nature. The recent campaign included reference to all airlines. Promotions pushed by airlines are supported by airports social media channels. Specific campaigns and promotional activities with specific airlines, including airline magazines are usually coordinated through the destination marketing area of Council. The Airport may become a financial partner in such campaigns when deemed appropriate.

The Airport also recognises its role in supporting broader destination appeal activities and advertised in the destination guide.

Precinct operators

Historically, the Airport has not proactively marketed to businesses to operate in the precinct. Many of the operations have grown organically and there has been substantial investment by local agencies in relation to emergency services, including the current Rural Fire Service Training Facility.

Finalisation of an Airport Infrastructure Master Plan, and subsequent update to the Airport Master Plan will better position the airport to proactively target and respond to business development opportunities, including prospective supply chain development ie: car cleaning service to support hire car businesses.

Airport Building operators

Within the airport building all allocated sales desks are occupied. And there is no strategy to increase businesses within the airport building.

There is an increase focus on improving communications with the precinct operators to ensure understanding of the airport projects, operations and regulation.

Airlines

The Airport currently services four airlines. The airport manager remains in contact with airlines (current users) and maintains stakeholder engagement to place the Airport in a strong position to prepare for industry challenges, opportunities and issues. Eg: Flight delays are currently a result of a worldwide pilot shortage.

The History of the Function

On 1 July 1970, Dubbo Regional Council accepted the transfer of ownership of the Dubbo Airport from the Department of Civil Aviation under the Airport Local Ownership Plan (ALOP). Under this arrangement, Council owned, operated and maintained the aerodrome land as a licensed aerodrome open for public use. A further change was made following the decision of Council in September 1988 to accept the ownership and maintenance of the runway

[Dubbo City Regional Airport Business Plan 2018/2019]

lighting. Whilst Council owned the land, any alteration to the use of the land and buildings without the approval of the Department of Transport was not permitted.

In 1991, the Federal Government advised of its intention to divest itself fully of airport ownership, and on 30th June 1992, a deed between the Commonwealth and The Dubbo Regional Council was enacted, giving full ownership of the Airport to Council (see Appendix 1).

For the City of Dubbo, this meant:

- Council to accept full responsibility for the Airport, including full funding responsibility.
- The Commonwealth to stop collecting landing charges and the Council to develop its own overall charging regime to cover operational costs of the aerodrome consistent with the standard of service demanded by the local community.
- The Commonwealth to write off any past investment in the aerodrome.
- The Government to consider funding works necessary to meet aviation industry needs by providing a once only non-attributable grant. In this regard, the Government provided a grant of \$200,000 for specified capital works.
- Responsibilities for all visual aids, which are site specific, are transferred to the Council.

Following numerous discussions, Council implemented a "user pays" system for passenger and General Aviation Aircraft fees. These fees included a per passenger fee for RPT passengers and a weight based fee for all other aircraft.

The 1970 Terminal building was extended on 26 November 2005 and again in February 2014.

Passenger and checked bag security screening was introduced on 4 March 2013 at the Dubbo City Regional Airport. MSS Security Pty Ltd has been engaged to operate the screening equipment at an annual cost of around \$1,000,000. These costs are recovered from RPT operators monthly, on a full cost recovery basis.

Jetgo Australia Holdings (Jetgo) commenced flights to Brisbane direct from Dubbo in July 2015, then to Melbourne (Avalon) in July 2016. Jetgo were then able to secure access to Essendon Airport in September 2016 offering the people of Dubbo direct flights to Melbourne 3 times a week.

Fly Pelican commenced direct flights to Newcastle in July 2016 and direct flights to Canberra in February 2017.

[Dubbo City Regional Airport Business Plan 2018/2019]

The Future

Vision statement: *To operate an efficient and fully functioning Airport, which significantly contributes to and improves the economic and social base of the Dubbo Regional Council area and the wider region.*

Philosophy: *Dubbo City Regional Airport is a major gateway to Dubbo and a significant driver of the economy of Dubbo, the LGA and the wider Orana and Western Regions.*

Goals/objectives:

1. To continue to operate the Airport to provide a commercial Return on Investment to the community.
2. To provide airport facilities for, and encourage the operation of, economic and viable air services to and from Dubbo.
3. To meet the needs of commuters to and from Dubbo within the financial constraint of the "user pays" system.
4. To ensure that the operations of the Airport are in accordance with the relevant regulations and that perceived emergency needs are able to be responded to.
5. To constantly review, evaluate and update operational procedures in order to stay relevant and effective.
6. To provide to the air users of Dubbo and the wider region a multi-purpose aerodrome as the basis for their operation, including stronger infrastructure to handle larger aircraft.
7. To attract development to the Airport that would be of benefit to the City and Dubbo region in general.
8. To have planned sufficient area for development to meet the anticipated demand in the next thirty years.

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The Finances – Budget to be inserted once adopted by Council

[Dubbo City Regional Airport Business Plan 2018/2019]

Proposed Fees and Charges 2018/2019

| Name | Year 17/18 Last YR Fee (incl. GST) | Fee (excl. GST) | Year 18/19 | | Increase % |
|------|--|--------------------|------------|--------------------|---------------|
| | | | GST | Fee (incl. GST) | |

Dubbo Regional Airport**Airport Passenger Fees – Dubbo**

Council provides for a period of 12 months, a passenger fee subsidy for flights other than Dubbo/Sydney, Dubbo/Brisbane, Dubbo/Melbourne and Dubbo/Broken Hill, Dubbo/Cobar, Dubbo/Newcastle & Dubbo/Canberra routes by reducing such fees from \$14.90 per person per movement to a zero amount per person, per movement to develop new routes, noting further that a security screening fee will be applicable as per Council's adopted Policy.

Jetgo

| | | | | | |
|---------------------------------|---------|---------|--------|---------|-------|
| per passenger (Dubbo/Brisbane) | \$14.55 | \$13.55 | \$1.35 | \$14.90 | 2.41% |
| per passenger (Dubbo/Melbourne) | \$14.55 | \$13.55 | \$1.35 | \$14.90 | 2.41% |

Qantaslink

| | | | | | |
|---|---------|---------|--------|---------|-------|
| per passenger (Dubbo/Sydney) | \$14.55 | \$13.55 | \$1.35 | \$14.90 | 2.41% |
| per passenger (Dubbo/Sydney) > 75,000 pax | \$7.35 | \$6.77 | \$0.68 | \$7.45 | 1.36% |

REX/Airlink

| | | | | | |
|--|---------|---------|--------|---------|-------|
| per passenger (Dubbo/Sydney) | \$14.55 | \$13.55 | \$1.35 | \$14.90 | 2.41% |
| per passenger (Dubbo/Sydney) >75,000 pax | \$7.35 | \$6.77 | \$0.68 | \$7.45 | 1.36% |

[Dubbo City Regional Airport Business Plan 2018/2019]

| Name | Year 17/18 Last YR Fee (incl. GST) | Fee (excl. GST) | Year 18/19 GST | Fee (incl. GST) | Increase % |
|--|--|--------------------|-------------------|--------------------|---------------|
| Fly Pelican | | | | | |
| per passenger (Dubbo/Newcastle) | \$14.55 | \$13.55 | \$1.35 | \$14.90 | 2.41% |
| per passenger (Dubbo/Canberra) | \$14.55 | \$13.55 | \$1.35 | \$14.90 | 2.41% |
| Air Link | | | | | |
| per passenger (Dubbo/West Ports & charter) | \$3.15 | \$2.94 | \$0.29 | \$3.23 | 2.54% |
| Non RPT Flights except Training Flights – per tonne or part thereof of a maximum take off weight | | | | | |
| Non RPT flights | | | | | |
| Except Training Flights – per tonne or part thereof of a maximum take off weight | | | | | |
| AVGAS | \$12.00 | \$11.18 | \$1.12 | \$12.30 | 2.50% |
| AVTUR | \$12.00 | \$11.43 | \$1.14 | \$12.57 | 4.75% |
| Training Flights | | | | | |
| Per tonne or Part thereof of maximum take off weight | | | | | |
| per tonne or part thereof of maximum take off weight | \$12.00 | \$11.18 | \$1.12 | \$12.30 | 2.50% |
| A minimum charge of two landings per month Four touch and go landings count as one movement | | | | | |
| Meeting Room Hire | | | | | |
| Charge for use of meeting room facilities. | | | | | |
| Terminal Meeting Room | | | | | |
| Less than four (4) hours (Minimum Charge) | \$90.00 | \$86.36 | \$8.64 | \$95.00 | 5.56% |
| per day | \$154.00 | \$150.00 | \$15.00 | \$165.00 | 7.14% |

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| Name | Year 17/18 Last YR Fee (incl. GST) | Fee (excl. GST) | Year 18/19 GST | Fee (incl. GST) | Increase % |
|-------------------------------------|--|--------------------|-------------------|--------------------|---------------|
| Parking Fees | | | | | |
| Charge for use of security carpark. | | | | | |
| Security Parking Fees | | | | | |
| per day (or part thereof) | \$10.00 | \$9.09 | \$0.91 | \$10.00 | 0.00% |
| per week (7th day free) | \$60.00 | \$59.09 | \$5.91 | \$65.00 | 8.33% |
| Lost Ticket Fee | \$120.00 | \$118.18 | \$11.82 | \$130.00 | 8.33% |

Passenger and Checked Baggage Screening

Fees to provide funds to cover the cost of engaging a contractor to undertake passenger and checked baggage screening at the Airport.

| | |
|-------------|---|
| RPT Flights | Full cost recovery of contractors' charges – Invoiced monthly |
|-------------|---|

Bodangora Aerodrome – Fees & Charges

| | | | | | |
|--|--|------------|----------|------------|-------|
| Inspection Fee | \$99.00 | \$95.45 | \$9.55 | \$105.00 | 6.06% |
| Fee for inspection of facility | Charges for any repairs will be individually estimated and quoted to client. Quotes are valid for 3 months and based on full cost recovery | | | | |
| Exclusive Use of the Facility – Including Runways (Per Day) – Flight related | \$500.00 | \$477.27 | \$47.73 | \$525.00 | 5.00% |
| Exclusive Use of the Facility – Excluding Runways (Per Day) | \$300.00 | \$286.36 | \$28.64 | \$315.00 | 5.00% |
| Non-Exclusive Use of the Facility – Including Flying Events (Per Pilot) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | - |
| Non-Exclusive Use of the Facility – Non Flying Events (Per Day) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | - |
| Flying Training – Circuits (Per Touch & Go) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | - |
| Exclusive Use of the Facility – Including Runways (Per Day) – Drag related | \$1,133.00 | \$1,081.82 | \$108.18 | \$1,190.00 | 5.03% |
| General Manager's Delegation | The General Manager delegated authority to negotiate all fees relating to Bodangora Aerodrome. | | | | |

Dubbo City Regional Airport Business Plan 2018/2019

The Business

Business details

Products/services:

Over 200 Regular Public Transport (RPT) flights per week operate from the Airport as well as charter flights, General Aviation flight training and air-freight operations. Dubbo City Regional Airport is serviced by Regional Express (Rex Group), Eastern Australian Airlines (Qantaslink) and Jetgo Australia Holdings (Jetgo) who provide regional passenger transport services between Dubbo, Sydney, Brisbane, Melbourne (Essendon) and Broken Hill.

Certification details

| | |
|----------------------------|---|
| Business name: | Dubbo City Regional Airport |
| Location: | Dubbo City Regional Airport is situated 5 kilometres North West of Dubbo off the Mitchell Highway on Arthur Butler Drive. |
| Business structure: | The Airport is operated and maintained by Dubbo Regional Council, with the RPT Airlines operating under regulations as set from time to time by Airservices Australia and the Civil Aviation Safety Authority (CASA). |
| ABN: | 53 539 070 928 |
| Domain names: | www.dubboairport.com.au , www.dubboairport.com |

Licences & permits:

The Dubbo City Regional Airport is a regional airport certified by the Civil Aviation Safety Authority (CASA) to operate Regular Public Transport (RPT) and General Aviation (GA) aircraft operations.

Civil Aviation Safety Regulations Part 139 requires an operator of an aerodrome used for regular public transport operations to have an aerodrome certificate. Accordingly, Dubbo City Regional Airport became a Certified Aerodrome on 5 April 2006 (Certification number 1-6EDH).

As a consequence of the introduction of the Qantaslink Dash 8 – 400 aircraft, Dubbo City Regional Airport is now classified as a Category 3 airport, for security purposes, meaning that passenger and baggage screening is in operation.

The main requirements for Council to complete certification were as follows:

- Review and modify existing Aerodrome Manual to comply with the regulations
- Apply for exemptions to Manual of Standards 139
- Production of Safety Management System (SMS) for the Aerodrome

The Aviation Transport Security Act 2004 was enacted on 10 March 2005 which legislated that all Regular Public Transport (RPT) airports including Dubbo City Regional Airport be classified as security controlled airports. This legislation required Council to develop a Transport Security Program (TSP) which set out the manner in which Council would protect the airport from unlawful security intrusions. A new TSP was approved by the Office of Transport Security in December 2015.

[Dubbo City Regional Airport Business Plan 2018/2019]

The Transport Security Program sets out the following matters:

- Document protection & control
- Program Objectives
- Sources of Regulations
- Duties and Responsibilities
- Airport Security Committee
- Communications'
- Description of Airport
- Security measures at Airport
- Responses to Acts of Unlawful Interference
- Security training

An Airport Security Committee has been established comprising representatives from the following organisations:

- Dubbo Regional Council
- NSW Police Service
- NTL Ground Handling
- Regional Express
- Qantas Security
- MSS Security
- Jetgo

The Committee meets as required which is generally once per annum and must meet after each security incident.

Dubbo City Regional Airport Business Plan 2018/2019

Business premises

Business location: The Dubbo City Regional Airport is located at 4R Cooreena Rd, Dubbo. The Dubbo City Regional Airport can be divided into two main categories, that being the Airside area and the Landside area.

The Airside area

The Airside area includes the runways, taxiways, aprons and surrounding areas intended for the service movement of aircraft. These consist of the following:

- The main runway referred to as 05/23 is a asphalt sealed pavement and is 1,708 m long and 45 m wide with plans to extend it in the future to approximately 2,100 metres in length. The Pavement concession number has increased from 14 to 19 since the Runway Strengthening Project was completed in 2018. This runway carries all commercial air traffic and most commuter and private air traffic
- The secondary runway or cross strip is referred to as 11/29 runway and is approximately 1,067 m long by 18 m wide and is a two coat sealed pavement.
- Taxiway "Alpha" leads to the main runway and is a sealed pavement approximately 210 metres long x 23.5 metres wide and is edged by powered taxiway lighting.
- Taxiway "Bravo" leads to the main runway and is a sealed pavement approximately 330 metres long x 15 metres wide and is edged by powered taxiway lighting.
- Taxiway "Charlie" provides an entrance and exit to the General Aviation area of the aerodrome. It is a sealed pavement 240 metres long x 10.5 metres wide.
- Taxiway "Delta" is the taxiway parallel to the main runway, which runs between Taxiway Bravo and Runway 23. It is a sealed pavement 1,250 metres long x 10.5 metres wide.
- Taxiway "Echo" provides an entrance and exit to the general aviation area from Taxiway "Delta". It is a sealed pavement 415 metres long x 10.5 metres wide.
- Regular Public Transport (RPT) Apron is the paved area for the parking of the RPT Aircraft. This area is 240 metres long x 85 metres wide sealed pavement with a section of 300mm reinforced concrete section in the middle, 55 metres long x 55 metres wide.
- General Aviation (GA) Apron is the paved area for the parking of GA Aircraft comprising tie down areas for 8 aircraft. This area is 175 metres long x 110 metres wide sealed pavement.

The landing and navigational aids at the Airport consist of newly installed Precision Approach Path Indicator (PAPI) system operating on a Pilot Activated Lighting frequency of 121.3. Distance measuring equipment (DME - I) and aerodrome frequency response unit (beep back system) is also operational at the Airport with air to air communications operating on CTAF frequency 134.0. Air Traffic Services Communication are provided by Melbourne centre.

The VHF Omni-Directional Radio (VOR), radio transmitter, which also hosted the data collected by the automatic weather station (AWS) has been decommissioned. The Runway 05/23 was resealed with a single coat bitumen seal during January 2015.

Dubbo City Regional Airport Business Plan 2018/2019

The Landside area

The Landside area includes the Terminal building, the former Flight Services Unit building which also includes an area for Council's Aerodrome Reporting Officers, the Airservices Australia workshop, the former Fire Chief's cottage and includes land that accommodates the following:

- Thirteen (13) aircraft hangars
- Royal Flying Doctor Service (RFDS) facilities, including hangar, treatment rooms and apron
- Rural Fire Service (RFS) regional headquarters
- Rural Fire Service (RFS) Mitigation centre
- One (1) Aero club
- Air Link administration office
- Two fuel supply offices
- Two (2) fuel supply depots
- One (1) aviation fuel bowser
- The surrounding grounds
- One (1) public car park (335 spaces)
- One Staff car park (13 spaces)
- One Secure Parking Facility (87 spaces)

The airport building comprises of check-in, departure and arrival halls, a modern café/retail outlet, comfortable lounges, kids corner, male, female and disabled toilets, separate shower facilities, a meeting room, freight room, security room, a nursery for nursing mothers and children with baby change facilities, an ATM machine, offices for airlines, baggage carousel in a arrivals hall, rentable office space for hire cars, large entrance areas for passengers and visitors to alight from cars, taxis and coaches, with a service car, taxi rank and coach bay.

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Capital Works

Background and grant funding:

Dubbo City Regional Airport was successful in securing grant funding from Restart NSW Funding for \$7,460,421 to assist with strengthening of the current runway and the installation of a new lighting system. This is one of the largest grants received by Dubbo Regional Council. Work commenced in 2017/18 and the total cost of the project is \$10,036,769. The airport provided the additional \$2,576,348 from loan funding and restricted assets.

The Airport was also successful in securing grant funding from National Stronger Regions for Upgrades to the General Aviation area and an Aeromedical Facility for the Royal Flying Doctors Services. Grant funding totalled \$6,685,000.00 with Council contributing \$1,425,000.00. Final design plans were completed in late 2017 and construction commences April 2018. It is estimated the works will be completed by 31 December 2018.

The NSW Rural Fire Service (NSW RFS) is partnering with the Dubbo Regional Council to build a state of the art training facility known as the "Centre of Excellence," for NSW RFS volunteers and staff. The facility will be built at Dubbo Airport and will provide a variety of environments for emergency service training, whether it be in a classroom or with practical outdoor scenarios. Construction on this \$24M investment will commence mid-2018 and is planned for completion by 2020.

| Current Developments Underway | Timing |
|---|-----------|
| Extend General Aviation area – Commence construction of new GA area on western side and services to extend the GA hanger areas | 2018 |
| Upgrade of Runway 05/23 – Scheduled works to commence January 2018 | 2018 |
| Precision Approach Path Indicator (PAPI) – Scheduled lighting works being undertaken September 2017 – March 2018 | 2018 |
| Royal Flying Doctor Visitors Centre and RFDS SE Aeromedical Training Centre (Visitors centre and Pilot Flight training Centre) | 2018 |
| NSW Rural Fire Services - Centre of Excellence Training Facility. Works currently being undertaken March 2018 - December 2020 | 2018-2020 |

| Planned / Proposed Developments | Timing |
|--|------------------------|
| Drop off Hire Car Park Zone – (proposed use of vacant left side land dependant on possible relocation of buildings) gravelling of triangle for hire park drop off and vehicle storage | August - December 2018 |
| Hire Car Wash Bay and Cleaning Facility –Proposed private enterprise investment | 2019 |

Dubbo City Regional Airport Business Plan 2018/2019

| | |
|---|------|
| Long term car parking former Asphalt Plant Site | 2019 |
|---|------|

Current Airside Works Program:**Lighting and Runway:**

Council is currently undertaking significant works at Dubbo City Regional Airport "airside" on its main runway (05/23). These works include upgrading the spray seal 05/23 runway from Spray Seal to Asphalt. The overlay works will strengthen the runway surface to cater for existing and future aircraft's operational needs and improve ageing infrastructure so that the Airport can continue to meet the aviation compliance requirements of CASA for runway lighting. Installation of new runway edge lighting along with new Precision Approach Path Indicator (PAPI) is being undertaken with the aged T-VASIS lighting system being decommissioned. It is anticipated that the overall project duration is September 2017 to June 2018. The runway lighting installation timeframe is September 2017 to end of March 2018. Runway asphalt overlay works timeframe is November 2017 to June 2018.

GA and RFDS Aeromedical Works:

The current Airport General Aviation Area is fully developed and further economic opportunities are restricted as a result. The GA and Aeromedical Facility Upgrade project due to commence in April 2018 includes construction of 10 new hangars by private and business customers, taxiways, roads, drainage, stormwater, power, water, sewer and the construction of the drive-thru Aeromedical Patient Transfer Hanger located within the Royal Flying Doctor Precinct in the General Aviation area of the Airport includes construction of four (4) Aeromedical Patient Transfer Buildings allowing for improved transfer to and from the Royal Flying Doctor Service aircraft.

Current Landside Works Program:**NSW RFS Training Centre:**

The NSW Rural Fire Service (NSW RFS) is partnering with the Dubbo Regional Council to build a state of the art training facility known as the "Centre of Excellence." The facility, for NSW RFS staff and volunteers, will be built at Dubbo Airport and providing a variety of environments for emergency service training, whether it be in a classroom or with practical outdoor scenarios. Construction on this \$24M investment will commence mid-2018 and is planned for completion by 2020.

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Dubbo City Regional Airport Master Plan - 2036

The Dubbo City Regional Airport Master Plan was adopted in December 2015 which took into account the requirements of the airport to year 2036.

The Plan is defined by three phases:

- Development Phase 1 – 2016 to 2021
- Development Phase 2 – 2021 to 2026
- Development Phase 3 – 2026 to 2036

Development of infrastructure plans and an updated Dubbo City Airport Masterplan (due for completion mid 2018) will better inform the indicative timing and proposed developments in the below table. Successful grant applications has fast tracked much of the development.

Master Plan 18.1 Development Phase 1 – 2016 to 2021

The below table is from the Masterplan. Implementation of each component is indicated.

| Proposed Developments in Master Plan | Indicative Timing |
|--|---|
| Extend General Aviation area – Commence construction of a new GA area on the western side and services to extend the GA hanger areas | 2015/2016 UNDERWAY |
| Construct expanded General Aviation Precinct | Associated with extension of General Aviation area UNDERWAY |
| Seal Treatment of Runway 05/23 – Required to lock in stone from reseal of 2015. Will give added useful life to seal and was recommended by Airport Pavement Specialist in report of 2014. | 2015/2016 UNDERWAY |
| Precision Approach Path Indicator (PAPI) | 2016/2017 UNDERWAY |
| Interconnection of Taxiway Charlie and Echo | 2016/2017 CANCELLED DUE TO STORMWATER DRAINAGE CAPACITY ISSUE |
| Secure car park extension – Provide 50 new spaces in secure car park | 2016/2017 DELAYED DUE TO COST AND RFS PROJECT IMPACT |
| Remove VOR - Very High-Frequency Omnidirectional Range (VOR) system | 2016/2017 UNDERWAY |
| Upgrade runway lighting | 2018/2019 COMPLETE |

Table 5. Aeronautical Development Concept Phase 1
*Subject to paid parking deliberations

Dubbo City Regional Airport Business Plan 2018/2019

18.2 Development Phase 2 – 2021 to 2026

The key components of the aeronautical development concept proposed during Stage 2 are summarised in Table 6. Anticipated trigger points for implementation of each component are also indicated.

| Proposed Development | Indicative Timing |
|--|--|
| Remove Control Tower | 2020/2021 |
| Design Plans and Specification Asphalt Overlay 05/23 Planning of AC overlay in 2020/2021, including design and specification | 2020/2021 |
| Undertake asphalt overlay and associated runway strengthening works | 2020/2021 |
| New Compound – New workshop and compound to be constructed to replace old Air Services tower due for demolition in 2020 | 2021/2022 |
| Environmental Impact Study of Runway Extension – Commence study with view to construction | 2021/2022 |
| Construct an additional 150 vehicle parking spaces in a new parking area as defined in the Master Plan layout* | 2025/2026 |
| Construction of extension to Regular Passenger Transport Apron | 2025/2026 |
| Realignment of GA access road | 2025/2026 |
| Demolish Council depot area | 2025/2026 |
| Construct first stage of expanded Airport Ring Road | On demand for commercial or associated space |

Table 6. Aeronautical Development Concept Phase 2

18.3 Development Phase 3 – 2026 to 2036

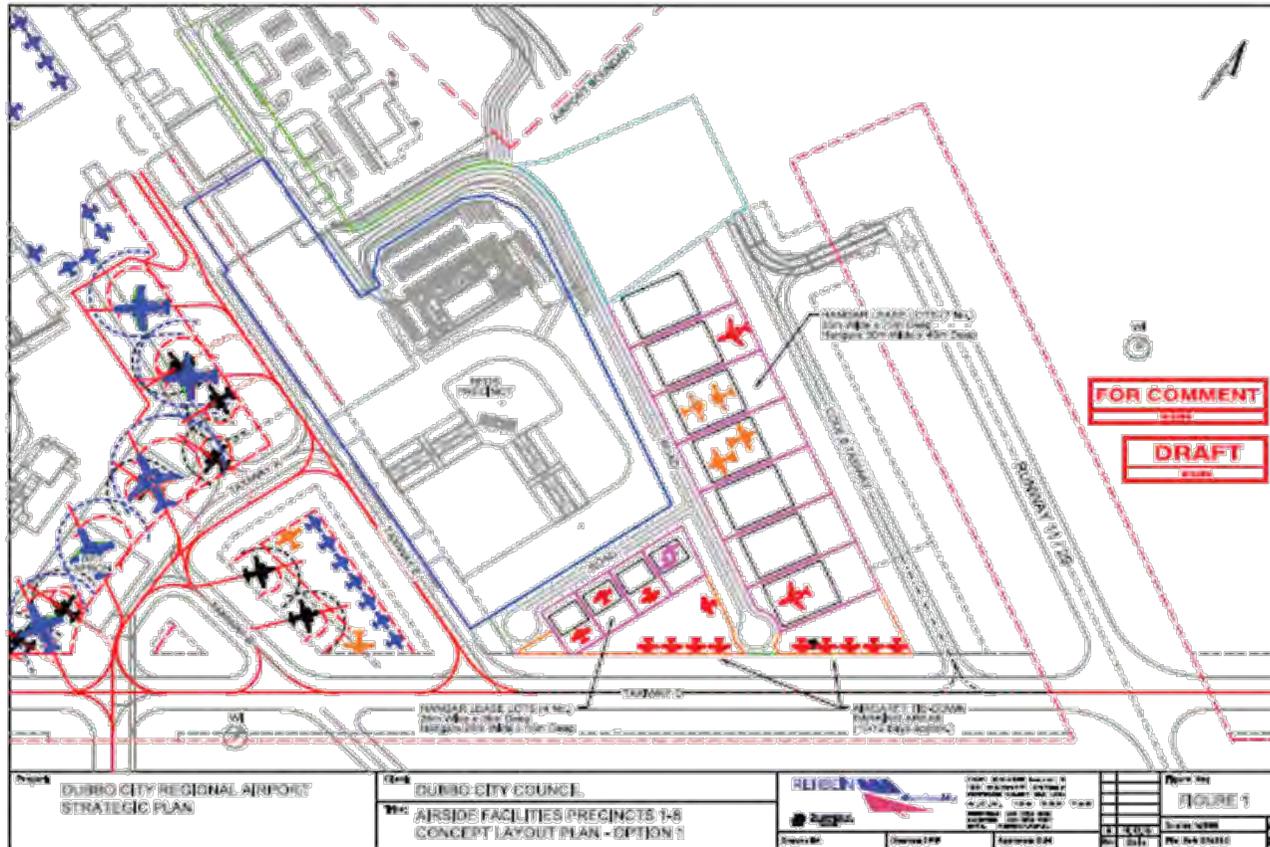
The key components of the aeronautical development concept proposed during stage 2 are summarised in Table 7. Anticipated trigger points for implementation of each component are also indicated.

| Proposed Development | Anticipated Trigger |
|--|--|
| Construct extension to RPT Apron | On demand Or 2026/2027 |
| Design Plans for Runway 23 Extension Design plans for planned extension of Runway 23. Plans to include extension of lighting system. | On demand or with commencement of Boeing 737-800 or Airbus A320 services Or 2027/2028 |
| Runway Extension Stage 1 – Earthworks Earthworks for extension to Runway 23 end | On demand or with commencement of Boeing 737-800 or Airbus A320 services Or 2028/2029 |
| Construct extension of Runway 05/23 to 2,350 metres | On demand or with commencement of Boeing 737-800 or Airbus A320 services |
| Construct road extension linking General Aviation Precinct to Terminal Precinct | On demand Or 2035/2036 |

Table 7. Aeronautical Development Concept Phase 3

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Figure E – General Aviation Upgrade and Aeromedical Facility



[Dubbo City Regional Airport Business Plan 2018/2019]

Organisation chart



Figure 1: Organisation Chart.

Management & ownership

Names of owner: Mrs Jacki Parish - Airport Operations Manager

Experience:

10 years local government experience in Tourism, Marketing and Communications and Economic Development.

Previous experience in establishing and running a successful tourism business for 8.5 years.

Strong customer service ethic. Strong local knowledge of the Dubbo and surrounding region. Experience in supervision of staff. Experience in merchandise design and pricing.

10 years' experience in National Live Television Production. Roles include TV Producer, Director, CS1 Supervisor (In control of entire broadcast of station control centre) Promo Producer and Producers Assistant.

Dubbo City Regional Airport Business Plan 2018/2019

Key personnel**Current staff**

| Job Title | Name | Expected staff turnover | Skills or strengths |
|----------------------------------|-----------------------|-------------------------------|--|
| Airport Operations Manager | Mrs Jacki Parish | Nil | <ul style="list-style-type: none"> - Currently Undertaking a Bachelor of Organisational Leadership - Cert IV in Frontline Management - Diploma of Management - Aerodrome Reporting Officer Training - Airport Management Training |
| Aerodrome Reporting Officer | Mr Ken Fisher | Nil | <ul style="list-style-type: none"> - Certificate III in Aviation (Ground Operations and Service). - Trade Certificate – Automotive Engineering - Trade Certificate III Parks and Gardens |
| Aerodrome Reporting Officer | Mr David Croker | Nil | <ul style="list-style-type: none"> - Certificate III in Aviation (Ground Operations and Service). |
| Aerodrome Administration Officer | Mrs Sue Bunyan | Temporary AAO December 2018 | <ul style="list-style-type: none"> - Diploma Business - Diploma Management - Cert IV Business Administration - Cert IV Work Health and Safety - Cert IV Workplace Training and Assessment |
| Aerodrome Administration Officer | Mrs Joanne Wallbridge | Maternity Leave December 2017 | <ul style="list-style-type: none"> - Diploma in Office Administration - Accounting Bookkeeper for Small Business - Aerodrome Reporting Officer |
| Screening Staff | MSS Security | Inconsistent Major | Trained in Aviation Screening and are holders of Certificate II in Security Guarding and First Aid |

Required staff

| Job Title | Quantity | Expected staff turnover | Skills necessary | Date required |
|---|----------|-------------------------|---|---|
| Additional ARO/Office Assistant/Cleaner | 1 | Nil | Willingness to obtain Certificate III in Aviation (Ground Operations and Service). General building and grounds maintenance experience and use of | Based on increased passenger numbers and future Aerodrome |

Dubbo City Regional Airport Business Plan 2018/2019

| | | | | |
|--|--|--|--|--|
| | | | plant and equipment essential. Administration Skills | development, there is potential to review duties and train a multi-skilled operator to reduce staffing risk and improve operational efficiencies |
|--|--|--|--|--|

Recruitment options

Locally and nationally advertised.

Training programs

Business Administration, Airport Reporting and Work Safety, Airport Compliance, First Aid etc.

Skill retention strategies

Staff are trained based on the requirements of the Airport business, Civil Aviation Safety Authority, and Department of Infrastructure. Training plans are reviewed annually in line with performance appraisals of staff. The Airport keeps a database of training for its operational staff.

Dubbo City Regional Airport Business Plan 2018/2019

Products/services

| Product/Service | Description | Budget 2017/18 |
|-------------------------|--|----------------|
| Aviation Facility | To provide a facility that is safe and reliable for all users including pilots, passengers, staff and visitors | \$3,554,529 |
| Secure Parking Facility | To provide an economical service to ensure the safety and security of vehicles parked overnight at the Dubbo City Regional Airport | \$200,420 |
| Terminal Facility | Provision of state of the art facility for the comfort, and safety of passengers transiting through Dubbo to their destinations | \$333,276 |

Market position: Dubbo City Regional Airport is the major RPT Airport in the Orana Region for Passenger Aircraft.

Unique selling position: Dubbo City Regional Airport is classified as a Category 3 airport for security screening, meaning that all passengers travelling on RPT services are screened. The competition between the four RPT carriers allows for flights to be offered to the public at a reasonable price.

Anticipated demand: It is anticipated the demand for airport services will continue to improve during 2017/2018 with the additional services to Brisbane, Melbourne (Essendon) Newcastle and Canberra.

Pricing strategy: The Dubbo City Regional Airport understands the price sensitivity of air travel verses the 5 hour car trip to Sydney, and does all in its power to keep charges to a minimum.

Infrastructure strategy: Dubbo City Regional Airport is currently preparing a Infrastructure Masterplan for the Landside area to include internal roads, water, sewer, stormwater, electricity and NBN as well as future car parking options in line with the Dubbo City Regional Airport Master Plan 2015. Much of the recent development has been Airside, and as a result of improved airside infrastructure and an increase in overall passenger numbers and there is a growing interest in landside investment. The current focus for the Airport is to address the capacity and capability of aging underground landside infrastructure including Water, sewer, power, stormwater and communications. To this end an internal Airport master planning working group comprising of council staff with specific knowledge and technical expertise in this area has been assembled. The group will provide recommendations to Councils Working Party to ensure maximum and efficient use of the landside area, making certain that advice provided is in consideration of the associated infrastructure needs for future commercial business operations.

Airport Master planning group: The purpose of this group is to enable council stakeholders with the opportunity to meet and discuss Airport Planning from a Master planning perspective. Whilst there are many and varied projects and priorities currently underway, this group has been formed to ensure that all projects are conducted/approved and constructed in consideration of each other, ensuring the Airport Function is a thriving and sustainable business. Using the expertise of internal council specialists, it is proposed that insights gathered from these meetings will be relevant and influence key decisions for the future direction of the Airport to take to Councillors via the Airport Working Party.

Dubbo City Regional Airport Business Plan 2018/2019

Value to customer: Customers of the Airport are surveyed every 2 years to evaluate services being offered currently and to investigate what could be offered into the future.

The last survey was undertaken in November 2017.

Growth potential: It is anticipated that demand for airport services will increase at a growth factor of 2.00%. Passengers typically look at pricing by the airlines and frequency when making travel decisions, which are beyond the control of this business. With regard the Secure Parking Facility, the provision of shaded areas is anticipated to grow this business, now that 90% of parking spaces are covered. The Master Plan review for 2015 has provided guidance as to further development of Landside facilities, identifying commercial opportunities. The addition of paid public parking will offer an added potential for growth as part of the airports overall business plan.

New Routes: Currently the focus is on maintaining existing routes and developing a higher load factor.

Innovation

The Dubbo City Regional Airport is constantly reviewing environmental initiatives and innovation. Power and water saving strategies are currently in operation and will continue in 2016/17, with the replacement of redundant equipment and upgrading with more environmentally and economically friendly units. Eg: zip boil hot water units, lighting. After receiving a sustainability grant the Airport has introduced LED lighting to the check-in and departure areas. The lighting system has been upgraded to start and finish when the alarms for the building are logged.

Other innovations currently being investigated include:

- Further LED lighting options are being investigated for the departure area.
- The Airport is currently seeking quotations to determine funding and design requirements needed to construct a sustainable (potentially solar) undercover walkway, protecting RPT passengers from the elements, when the disembark aircraft eg: rain, heat or sun.
- Dubbo City Regional Airport are currently investigating opportunities purchase electricity through a central unit and then disperse the energy at market rates, using the investment to offset the electricity costs of the Airport Passenger terminal.
- Solar Farm investment – to reduce electricity costs of the airport operation.

Dubbo City Regional Airport Business Plan 2018/2019

Insurance**Workers compensation:** State Cover Mutual Limited - Policy WC01205**Public liability insurance:** Statewide Mutual – Certificate Number 002088**Professional indemnity:** Statewide Mutual managed by Jardine Lloyd Thompson – Policy 000750**Airport Operators Insurance:** Jardine Lloyd Thompson – Reference 072203**Business assets (Property):** Statewide Mutual – Certificate Number 002087**Risk management**

The potential risks (in order of likelihood) that could impact the business are as follows:

| Risk | Likelihood | Impact | Strategy |
|--------------------------------|-----------------|---------------|---|
| Loss of Power | <i>Likely</i> | <i>High</i> | Back-up power supply in readiness on permanent basis. Generator tested weekly by Airport staff and Fleet Services test quarterly |
| Fire | <i>Likely</i> | <i>High</i> | Check fire fighting system on a monthly basis. Alarm testing carried out monthly. Fire extinguishers serviced six-monthly. If building is destroyed, Security Screening equipment is available within 12 hours notice. Refer Standard Operating Procedures for Screening. |
| Withdrawal of Airline Operator | <i>Unlikely</i> | <i>Medium</i> | Build upon relationships between the Airport and the airlines. Retain sound knowledge of Airport industry and operators |
| Fuel Services | <i>Unlikely</i> | <i>Medium</i> | Current lease agreements with Viva Energy and Air BP are in place to ensure fuel options are available. |
| Portable Battery Lighting | <i>Likely</i> | <i>High</i> | Back up battery lighting has been purchased in the event that the main lighting is damaged or unavailable. |

Dubbo City Regional Airport Business Plan 2018/2019

| | | | |
|--|-----------------|---------------|---|
| Incorrect passenger numbers | <i>Likely</i> | <i>Medium</i> | Update task lists to include a monthly audit count by Airport Services Officer to cross check RPT figures provided |
| Aircraft crash incidents | <i>Likely</i> | <i>High</i> | Review and update Airport emergency plans for parallel runway operation. Conduct Desktop Exercises, Emergency exercises |
| Bird strike | <i>Likely</i> | <i>High</i> | Review and update Airport bird management strategy for parallel runway operation. Maintain Serviceability Checks twice daily and monitor throughout the day. Issue NOTAM when higher than normal risk is imminent |
| Terminal threat due to potential terrorism | <i>Likely</i> | <i>High</i> | Review and update Airport emergency plans for terminal operation. Conduct Desktop Exercises, Emergency exercises |
| Café Closure | <i>Unlikely</i> | <i>High</i> | Maintain strong engagement/communication through regular meetings. Maintain Coffee Cart serviceability to ensure café service business continuity as required. |
| Poor Café Service | <i>Likely</i> | <i>Medium</i> | Ensure licence agreement conditions understood and enforced. Provide Stakeholder Feedback – positive and negative to ensure value and recognition. Maintain regular Stakeholder engagement meetings |
| Poor Security Service | <i>Likely</i> | <i>Medium</i> | Ensure licence agreement conditions understood and adhered to. Provide Stakeholder Feedback – positive and negative to |

Dubbo City Regional Airport Business Plan 2018/2019

| | | | |
|----------------------------|---------------|---------------|---|
| | | | ensure value and recognition. Maintain regular Stakeholder engagement meetings |
| Secure Car Parking Failure | <i>Likely</i> | <i>Medium</i> | Ensure processes in place in Airport Operations Manual to repair, replace or update equipment. Eg: regular maintenance and monitoring |

[Dubbo City Regional Airport Business Plan 2018/2019]

Business Continuity Plan(s)

The only Business Continuity Plan relating to the Airport relates to electricity failure at the Airport. This Plan has been reviewed and tested and will allow 100% of the normal operations to continue at the Airport.

Legal considerations

The Dubbo City Regional Airport is subject to the following legislation:

- Civil Aviation Safety Authority Acts, Regulations and Orders
- Transport Security Act 2004 and Transport Security Regulations 2005
- Consumer Law
- Business Law
- Workplace Health and Safety Act 2011
- Disability Discrimination Act 1992

Dubbo City Regional Airport Business Plan 2018/2019

Operations

Suppliers

The Dubbo City Regional Airport uses multiple suppliers who are paid within their trading terms. These include Avdata, Essential Energy, W & O Services, Hughes and Johnson Electrical, Porters Plumbing, Mitre 10, Bunnings, Dubbo Regional Council Works Services Branch, Kamen Engineering etc.

Plant and equipment

| Equipment | Suitable for purpose? |
|---|-----------------------|
| 4 Wheel Drive Utility(equipped with ground to air radio and flashing amber light) | Yes |
| All Wheel Sedan (equipped with ground to air radio and portable flashing amber light) | Yes |
| Front cut Mower | Yes |
| Tractor and Slasher (equipped with ground to air radio and portable amber flashing light) | Yes |
| Ride on Mower | Yes |
| Vehicle Trailer (for transporting mower) | Yes |
| Box Trailer | Yes |
| Line-marker | Yes |
| Trailer mounted spray unit | Yes |
| Generator 220kva | Yes |

Hard Assets

| Asset Item | Quantity | Replacement Cost | Insurance excess |
|--|----------|------------------|------------------|
| Refer to Asset Listing in additional information section at the end of the Business Plan | | | \$2,000 |

Technology (Software):

The Information Technology resources at the Airport are as follows:

- Telephone (6801 4560) fax (6801 4569), 2 mobile phones (0417 717 871) and (0428 428 699)
- Three (3) air band radios for use in plant; three (3) hand held air band radios
- PC for recording of aircraft landing/takeoffs for charging of landing fees (software assistance from Avdata Australia)
- PC owned by Bureau of Meteorology housed in Airport Tower not operated by Council staff unless instructed by the Bureau.
- PC connected to Council's (LAN) and access to other clients/customers by (WAN)
- Laptop connected to Council's (LAN) and access to other clients/customers by (WAN)
- PC for the operation of security system at Airport

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- 2 x PC's for the operation of CCTV system at Airport, as well as 5 LED monitors
2 x PC's for the operation of the flight information display system at the airport, as well as eight (8) commercial grade LCD television monitors.
- 1 PC for the operation of the Security Parking System.
- 1 large screen Monitor for CCTV in Security Parking Facility
1 large screen Monitor for CCTV on apron, broadcasting into Arrivals Hall

All information technology equipment is replaced as required by Information Technology Services Branch. All equipment is fully maintained by the Information Technology Services Branch.

Trading hours: The Dubbo City Regional Airport operates 24hrs a day 7 days a week 365 days per year, however the passenger terminal is only open during the operational period of the airlines. This is normally 5:30 am to 8:30 pm daily except Saturday when the closing time is usually 5:30 pm.

The Secure Car Park facility is open from 5:00 am until 7:00 pm for all new entrant vehicles, however those vehicle owners who already have their vehicles in the facility, have 24 hour access to their vehicles, 7 days a week 365 days a year. The cost is proposed to be \$10.00 per day or \$60.00 per week (7th day free). These charges apply from 1/7/2016.

The Dubbo City Regional Airport is a Category 3 Security Controlled Airport, and the cost of running security screening operations is recovered from RPT airlines invoiced monthly based on passenger ratio between the airlines. The Airport operates 365 days per year, 24 hours a day with no curfew.

Communication channels: The Dubbo City Regional Airport has a dedicated mobile phone for all operational issues that arise. This phone dials to the on-call Aerodrome Reporting Officer. The Secure Car Parking Facility has an intercom system to be able to speak with the Airport Office, or if office unattended, it dials to the Aerodrome Reporting Officer.

Payment types accepted: The Secure Car Parking Facility accepts cash, Visa or Mastercard. All other services provided to the Dubbo City Regional Airport are invoiced and paid to Council through the accounts receivable system.

Credit policy: All payments are due in 30 days, with the exception of the Secure Car Parking Facility, whereby the payment is due immediately upon return to collect the vehicle.

Quality control: The facilities at the Dubbo City Regional Airport are cleaned and inspected daily. Daily Inspections are undertaken of the pavements on the Airside, as well as bi-annual inspections carried out by a qualified airport pavement specialist. An annual CASA approved inspection is undertaken by Airports Plus. The Cafe is inspected quarterly by Dubbo Regional Council Environmental Services Food Inspectors. Monthly inspections are undertaken by the Airport Operations Manager.

Memberships and affiliations: The Dubbo City Regional Airport is a member of the Australian Airports Association (AAA).

[Dubbo City Regional Airport Business Plan 2018/2019]

Sustainability plan

In planning the ongoing operations of any function, consideration must be given to the impact that the function has on the environment or the way in which the function can contribute to improving the environment. This function will continually implement and investigate methods to:

- Improve energy efficiency;
- Reduce irrigated water consumption;
- Minimise waste generated;
- Reduce and manage impacts of salinity;
- Enhance biodiversity, and;
- Reduce incidences of pollution.

Council introduced Solar Taxiway lighting in 2008/2009 as well as timers for lighting passenger terminal, sensors for toilets and airline offices where lighting is not required all day, flushless urinals in the men's toilets in both the passenger terminal and the old 'Flight Services Building. The extension to the departure area includes automatic blinds, and sensor lighting to reduce electricity consumption by making air conditioning more efficient and lights burn less. All Sustainability initiatives will be funded in the operational expenses each year. This money will be targeted towards reducing energy or water consumption within the Dubbo City Regional Airport precinct. The Dubbo City Regional Airport will continue to explore opportunities for carbon and water reduction schemes.

Community impact and engagement

Noise concerns are handled by Airservices Australia. All flight paths are within the approved Australian Noise Exposure Forecast (ANEF). The ANEF is used by Council's Environmental Services Division when assessing Developments throughout the Dubbo Regional Council Local Government Area.

Risks/constraints

Constraints to the Dubbo City Regional Airport are only financial. A cost benefit analysis is carried out on all environmental projects.

The Market

Market research

The Dubbo City Regional Airport survey users of the terminal to gauge the performance of the product and what ideas and trends can be used in the future to plan for services. In recent years the demand for a flight information system and the Secure Car Parking Facility have been borne from this process.

Market targets

Users, and potential users, of the Dubbo City Regional Airport. This includes passengers and Airlines.

Environmental/industry analysis

A watching brief is maintained centred around local industry and business. Any potential markets are conveyed to the airlines so that they can conduct their due diligence for new routes or enhancing existing routes

Dubbo City Regional Airport Business Plan 2018/2019

Our customers & clients

Customer demographics

A survey conducted in November 2017 by Aurora Research listed the following customer demographics:

According to surveys conducted, over 50% of survey respondents travel for Business, 24% to Visit Friends and Relatives and 17% for Tourism and Leisure. 4% flew to attend Appointments (medical/legal etc.). The most frequent Business travel occurs on Mondays, Wednesdays & Thursdays. The most frequent VFR travel occurs on Saturdays, Tuesdays, Sundays and Fridays. Those travelling to attend Appointments tend to do so Sunday or Thursdays.

Travel by the business sector has decreased by 6% when compared to the 2014 result (53.7% from 60.4%). There is a downward trend of passengers taking flights for business. This could be due to technology advancement or other logistic/resource reasons.

Dubbo is increasing as a destination for the Visiting Friends and Relatives and Leisure and Tourism markets.

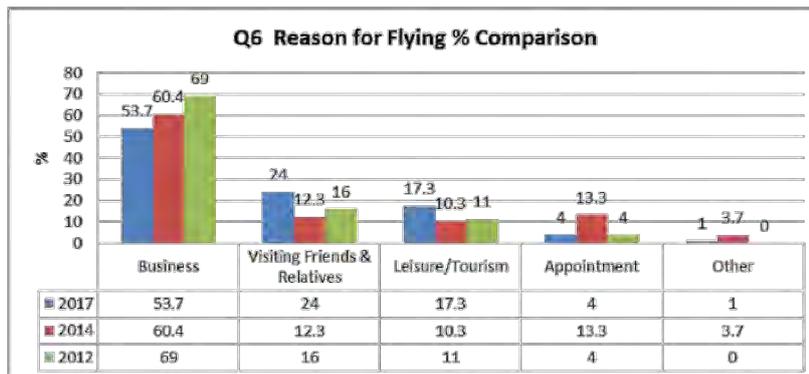
Reason for flying:

- 53.7% of passengers travel on business
- 24% are visiting friends and relatives
- 17.3% are visiting for tourism and leisure
- 4% are travelling for medical appointments
- 1% for other reasons

Of the 53.7% of passengers travelling on business:

- 25% are Government services
- 15.9% from Mining and resources
- 15.2% from Medical sector
- 8.5% Building and Construction
- 4.9% each from agriculture and finance
- 4.3% are Education

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017



Dubbo City Regional Airport Business Plan 2018/2019

Airline of Choice

Approximately 50% of 2017 survey respondents were travelling with QantasLink, 35% with Regional Express. 12% Jetgo and 4% with Fly Pelican. Of the respondents 32.3% said that timetable showed up as the main reason for choosing an airline, 27% Price was the also a prominent reason, followed by Flight/Seat availability, Frequent Flyer membership and Employers Choice.

Passenger consideration set is dominated by the timetable - the convenience of arriving at their destination at a time that works for them, and then secondary to that is price.

Jetgo timetable and frequent cancellation of flights is seen as negative as it affects consumer confidence.

Customer Awareness of Destinations available Direct from Dubbo

99% of survey respondents confirmed their awareness of direct flights to Sydney.
73% of survey respondents confirmed their awareness of direct flights to Newcastle
72% of survey respondents confirmed their awareness of direct flights to Melbourne
64% of survey respondents confirmed their awareness of direct flights to Canberra
63% of survey respondents confirmed their awareness of direct flights to Cobar
70% of survey respondents confirmed their awareness of direct flights to Broken Hill
71% of survey respondents confirmed their awareness of direct flights to Brisbane

Awareness Method

At 31%, Word of Mouth was the most popular way word spread about the destinations Dubbo flies directly with. Based on the travel experience, 28% respondents noted they were aware due to frequent travel or flights taken.

14% respondents noted seeing the destinations on the flight information screens, whilst 9.6% said they know as they were local to the area.

Media, Radio and internet online were the next most popular way of finding out about the flights available out of Dubbo. Airport users are clearly part of the information chain for other potential passenger

Overall feedback provided to improve Airport Terminal User Requirements

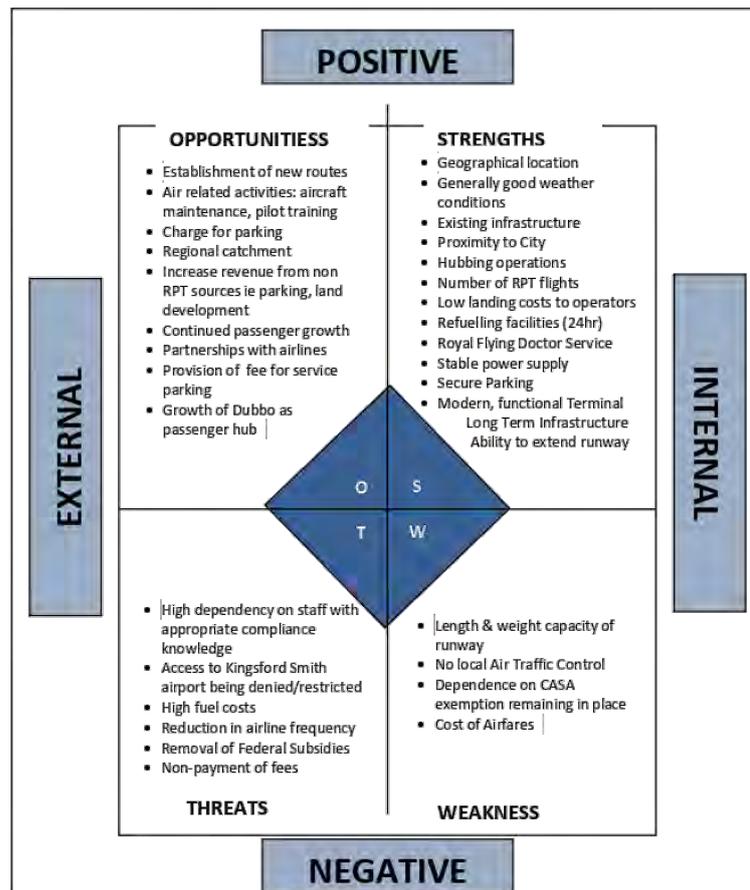
- 26% want more general (no cost) parking
- 25% of respondents offered compliments about the Airport – *“it’s a good airport, good for a regional airport, one of the better airports, it has everything I need, it is comfortable and clean “* etc.
- 22% indicated that there was nothing needed to better satisfy their needs.
- 9% each would like to see Magazines and Books available for purchase; would like more shops/retail experiences & would like more food options available.
- 7% would like to see a Qantas Club within the Terminal
- 6% would like a covered walkway from the car park to the terminal

[Dubbo City Regional Airport Business Plan 2018/2019]

- 5% would like to be able to see planes/passengers arriving from the Arrivals Hall – eliminating the need to go through the screening process to view planes from the Departure Lounge
- 4.3% want more Destination options

Dubbo City Regional Airport Business Plan 2018/2019

S.W.O.T.I.N. analysis



Dubbo City Regional Airport Business Plan 2018/2019

| ISSUES | NEEDS |
|--|---|
| Fee Structure (pricing policy) | Lengthen and strengthen the main runway (including funding) |
| Loan funding strategy. Limited ability to borrow and pay repayments for large projects. | Expand the RPT Apron parking area |
| Financial security of airlines | More Direct Interstate Flights. |
| Delays in Sydney, Dubbo, Brisbane and because of airline policy | More Parking Facilities – Public, Car Rental and Secure Car Parking. Review current carpark and determine short and long term area. Allocate a designated Hire Car Parking Zone |
| Compliance to Aviation Transport Security Act 2004 Compliance to CASR 139 and MOS 139 | Upgrades to Internal Roads, Water, Sewer, Stormwater and Electricity Infrastructure. Forward planning, development of master planning group to address aging infrastructure landside. Water, Sewer, Stormwater, Power and NBN planning and costs. |
| Acceptable communications between airlines and passengers regarding schedule changes | |
| Acceptable communications between Security and cafe | Ongoing management/meetings |
| Cost of security screening requirements | Undercover walkway for transmitting passengers to and from RPT aircraft |
| Landside investment and lack of current servicing infrastructure | Stronger internal airport stakeholder engagement and communication |
| Lack of carparking spaces | Investment and reallocation of funds for marketing. Current budget allows for \$10,000 on a business that is vital for Dubbo and the region |
| Budgeted asset maintenance figures inaccurate | Asset Maintenance and Replacement Program (including buildings) review and updated with costings |

Dubbo City Regional Airport Business Plan 2018/2019

Your competitors**Competitor details**

The Dubbo City Regional Airport is the only airport in Dubbo that provides for airline passenger services and in general aviation in Dubbo, however Countrylink provides an alternative transport method. The Airport has 1 competitor in the secure parking area.

| Competitor | Established date | Size | Market share (%) | Value to customers | Strengths | Weaknesses |
|----------------|------------------|--|---|--|--|---|
| Countrylink | 1901 | 1 | minor | Provides discounted travel to Pensioners and welfare recipients. | Provides other destinations to travellers not provided by air travel. | Length of time to get to Sydney is 7 hours as opposed to travel by air which is 1 hour. |
| Orange Airport | Unknown | Main runway 11/29 has a chip sealed surface and was upgraded to 2,213 meters long in 2014 Width 30 metres. | With 55,000 to 60,000 RPT pax to Sydney per year compared to 217,000 pax at Dubbo, Orange airport services approx 30% of the combined total or 60% less than Dubbo. | 25 return flights to Sydney per week compared to 141 from Dubbo | Orange Airport is owned and operated by Orange City Council. Orange to Sydney Service via Regional Express New Orange to Melbourne Service and Orange to Brisbane Service via Fly Corporate | <ul style="list-style-type: none"> No security screening |

[Dubbo City Regional Airport Business Plan 2018/2019]

Advertising & sales**Advertising and promotional strategy**

The strategies do you have for promoting and advertising your products/services in the next 12 months?]

| Planned promotion /advertising type | Expected business improvement | Cost (\$) | Target date |
|--|---|-----------|---------------------------|
| Print media advertising, online advertising, social media and media releases | Encourage people to utilise facilities located at the Dubbo City Regional Airport. Strengthen communications and consistency of message and information regarding destinations available. | 10,000 | September – December 2017 |

Sales and marketing objectives

The Airport Operations Manager makes decisions concerning advertising and promotions

Unique selling position

Natural monopoly

Dubbo City Regional Airport Business Plan 2018/2019

Action plan

Please note: This table does not include sustainability milestones as they are listed in the sustainability section above. These are not the strategies and actions from the four (4) year Delivery Programme or the Annual Operating Plan. They are milestones set for the business in relation to the Vision, Philosophy, Mission and Goals for the business.

| Milestone | Expected completion | Person responsible |
|---|---------------------|--------------------|
| Continue to lobby Federal and State Government and utilise the resources of the Australian Airport Association to ensure continued viable access to Kingsford Smith Airport for regional airlines. Continue to liaise/negotiate with airlines to encourage use of Dubbo City Regional Airport as a port | Ongoing | AOM |
| Maintain membership of the Australian Airport Association | July 2017 | AOM |
| Survey users of the Airport facility bi-annually to obtain satisfaction levels and to ensure facility and services are meeting user and customer needs. | Nov 2019 | AOM |
| Meet monthly with coffee Lounge lessee to review adherence to licence conditions | Expires Feb 2018 | AOM |
| Meet with major Airport users on an annual basis | March 2018 | AOM |
| Update the Airport Master Facilities Plan on a five (5) year cycle | August 2017 | AOM |
| Undertake Safety / Technical Audit utilising CASA approved auditor | August 2017 | AOM |
| Undertake an annual emergency exercise | March 2018 | AOM |
| Review the extent of compliance to the Dubbo City Airport Transport Security Program | Ongoing | AOM |
| Complete the adopted Asset Management Programme and Capital Improvement Programme | June 2018 | AOM |
| Monthly meeting with Cleaning Supervisor to ensure adherence to Contract conditions to ensure Terminal presented in clean and tidy conditions at all times | Ongoing | AOM |
| Formally review with the Contractor the adherence to the conditions of the 3 year Café Licence | Nov 2017 | AOM |
| Liaise with RPT operators in conjunction with review of Revenue Policy | March 2018 | MBS |
| Monitor the utilisation of the Avdata Australia fee collection system for relevance and take necessary action to collect outstanding fees where appropriate | Ongoing | AOM |
| | March 2017 | AOM |

Dubbo City Regional Airport Business Plan 2018/2019

| Milestone | Expected completion | Person responsible |
|---|---------------------|--------------------|
| Review landing fees, taking into account market fees and ten year Capital Improvement Program | | |
| Ensure approved budget is adhered to so that the specified amount of \$287,670 is contributed to General Fund | July 2018 | AOM |

Dubbo City Regional Airport Business Plan 2018/2019

The Finances**Budget****Asset Maintenance and Replacement Programme (including buildings)**

| Capital Works Program | Assets Purchased, Constructed | Asset Maintenance/ Renewal |
|---|----------------------------------|-------------------------------|
| 2017/18 | | |
| Extend General Aviation Area Continue project to construct new road and services to new GA area, including aprons area | \$6,618,478 | |
| Runway Lighting – RESTART NSW Funding New runway lighting system and Precision approach path Indicator (PAPI) | \$1,700,000 | |
| Asphalt Overlay Runway 05/23 – RESTART NSW Funding Runway overlay with 100mm of Asphalt Concrete. | \$8,063,421 | |
| TOTAL | \$ 16,381,899 | |
| 2018/19 | | |
| RPT Apron Floodlighting – additional lighting to Bay 4 and 5 | | \$50,000 |
| TOTAL | \$0 | \$50,000 |
| 2019/20 | | |
| New Compound New workshop and compound to be constructed to replace old Airservices tower due for demolition in 2020. | \$300,000 | |
| Carpet Replacement – Replace carpet in Arrivals and Check in areas (including hallway) | | \$30,000 |
| Design Plans Runway 05/23 Extension Design of runway 05/23 extension to 2350 metres. Plans to include extension of lighting system. | \$300,000 | |
| Environmental Impact Study EIS for Runway Extension | \$150,000 | |
| Car Park Extensions extension general, secure and hire car parking facilities | \$500,000 | |
| Total | \$1,2550,000 | \$30,000 |
| 2021/22 | | |
| Extension of Runway 05/23 – Stage 1 Extension of Runway 05/23. | \$7,500,000 | |
| Total | \$7,500,000 | |
| 2022/23 | | |
| Re-Seal Charlie Taxiway | | \$25,000 |

Dubbo City Regional Airport Business Plan 2018/2019

| | | |
|--|---------------------|------------------|
| Re-Seal Charlie Taxiway with 7mm aggregate | | |
| Extension of Runway 05/23 – Stage 2 Extension of Runway 05/23. | \$1,250,000 | |
| Total | \$1,250,000 | \$25,000 |
| 2023/24 | | |
| Secure Parking Area Shade – Replace shade cloth | \$90,000 | |
| Painting Terminal All areas internal and external | | \$50,000 |
| TOTAL | \$90,000 | \$50,000 |
| 2024/25 | | |
| Re-Seal Alpha Taxiway Re-Seal Alpha Taxiway with 7mm aggregate | | \$45,000 |
| Re-Seal Delta Taxiway Re-Seal Delta Taxiway with 7mm aggregate | | \$40,000 |
| TOTAL | \$0 | \$85,000 |
| 2025/26 | | |
| Extension of Runway 05/23 – Stage 3 Extension of Runway 05/23. | \$5,000,000 | |
| Re-Seal Bravo Taxiway Re-Seal Bravo Taxiway with 7mm aggregate | | \$40,000 |
| TOTAL | \$5,000,000 | \$40,000 |
| GRAND TOTAL | \$25,760,715 | \$581,000 |

Dubbo City Regional Airport Business Plan 2018/2019

Supporting documentation

Asset performance requirements

The provision of a Civil Aviation Safety Authority licensed Airport which:

- ensures that the operations of the Airport are in accordance with the relevant regulations and that perceived emergency needs are able to be responded to.
- provides airport facilities for, and encourage the operation of, economic and viable air services to and from Dubbo.
- provides to the air users of Dubbo a multi-purpose aerodrome as the basis for their operation
- attracts development to the Airport that would be of benefit to the City of Dubbo in general

The Aerodrome includes the following:

Airside area

- Runway 05/23
- Runway 11/29
- RPT Apron
- GA Apron
- Taxiway Alpha
- Taxiway Bravo
- Taxiway Charlie
- Taxiway Delta
- Taxiway Echo
- RFDS Apron

Airport Lighting/Navigation

- Runway Lights
- Taxiway Lights
- PAPI
- PAALC

Landside area

- Terminal Building
- Former Flight Services Building
- Airport Depot Building
- Former AirServices Australia Compound
- Sewer System
- Secure Parking Facility
- Public Car park

[Dubbo City Regional Airport Business Plan 2018/2019]

Initial parameters and constraints

| GROUP | ITEM | PERFORMANCE REQUIREMENT | EXISTING CHARACTERISTICS | PHYSICAL | OPERATING RULES PROCEDURES CONSTRAINTS | REMARKS |
|-----------|---|---|--|----------|--|--|
| Buildings | Building No. 3 Air Terminal Building | Purpose built facility for embarking and disembarking airline passengers. | 1839 sq. m awning concrete, brick and iron building includes airline offices, Airport Administration office, meeting Room, separate Arrivals, Departures and Check-In Halls, 5 Car-Rental desks, storage and counter areas, male and female toilet areas and coffee lounge facilities. | | Building monitored by Western plains Security. Outside operation hours building secured by security patrols, access available by reporting officer only. | Meets current performance requirements. Major redevelopments undertaken in 2005 and 2014 |
| | Building No. 6 Storage Shed | Purchased from Airservices Australia. Presently not used. | 11.1 m. ² concrete floor and iron shed | | Storage shed at this time not being used. Decision of use to be determined by Dubbo Regional Council. No specific requirements. | Adequate for current usage but will be demolished once new facilities constructed in 2020/21 |
| | Building No. 8 Generator Shed | Purchased from Airservices Australia. Purpose built facility to house backup generator for airport lighting. This unit has been decommissioned. | 38.64 m ² concrete and iron building. Used by qualified operators to start up and maintain Dorman Oil Engine Generator. | | Decision on operating role to be made by Dubbo Regional Council. | Adequate for current usage but will be demolished once new PAPI system installed in 2016/17 |

[Dubbo City Regional Airport Business Plan 2018/2019]

| | | | | | |
|------------------|--|---|---|---|--|
| Infrastructure | Airservices Compound Area Roadway/ Carpark- Now Secure Car Parking Facility 87 spaces Carpark-Now 335 spaces Carpark entry/exit road Drop off access road to terminal and air services buildings Royal Flying Doctor service road. | Road access and parking areas for staff and patrons to Dubbo Airport. | Bitumen sealed roadway with kerb and guttered carpark areas. | Speed limited roadway | Old carpark was reconstructed February 2006 and fenced to become secure car park in 2009 New carpark stage 1 was constructed 2004. Stage 2a was constructed in 2009. Stage 2b was constructed in 2013. Adequate for purpose |
| | Sprinkler System/Garden Beds | Plants are watered by sprinkler system and replaced on a need to be basis. | Various garden beds located mainly near the airport terminal building and maintained by the AROs | | Adequate for purpose |
| | Kerb and Guttering | To provide a runoff area to disperse water from roadways and carparks. | | | Adequate for purpose |
| Prime Cost Items | Hot Water Systems | To provide hot water to amenities to buildings throughout the airport. | Varying size units to suit amenities that they are servicing. Hot Water System as per Building Asset Maintenance Plan. | Periodically checked by Council staff and repaired on a need to be basis. All Hot Water Systems to comply with Australian Standards. They are replaced once redundant | Adequate for purpose |

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| | | | | | |
|------------------|---|---|--|--|--|
| Lighting | Aerodrome Lighting | To provide lighting to the runway and taxiway areas of the Airport. | Runway lighting, taxiway lighting, PAPI, PAALC and Aerodrome. Repairs are done by qualified electrician. | To be used by trained staff. All lighting to comply with the Australian Standards. | PAPI system replaced AT-VASIS in 2018. |
| Land | Council Owned Land | Area in which operation of the Dubbo City Regional Airport is enclosed. | Three (3) portions of land bounded by the Narromine Road to the South and Entrance Road to the West and rural land to the north and to the East. | Comply with rules and regulations governing airports and airspace. | |
| Office Equipment | Office Equipment | Equipment used in the office to enable the smooth running of the of Airport operations. | As per Building Asset Maintenance Plan. | To be used by authorised personnel contracted to the Council and employed by the Council. | Adequate for purpose. Photocopier and computer equipment is leased to avoid redundancy |
| Fencing | Airport boundary fencing | To distinguish boundary for Dubbo Airport. To stop unauthorised people and animals entering tarmac and taxi areas | Standard wire netting and barbwire fence with concrete and steel posts. | No rules or constraints | Fence may be extended in future for aerodrome runway extensions. |
| Runways | Runways Taxiways & Aprons (as per annexure) | To accommodate aircraft to land and takeoff and disperse passengers to air terminal building | Bitumen seal areas. As per annexure. | To be used only by authorised personnel, commercial flight and private passenger aircraft. | Taxiway Alpha widened to 23.5 metres in 2008. Reseal of runway 05/23 carried out in Jan. 2015. |

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Asset operation

- PAVEMENTS - Pavements are inspected daily by the Aerodrome Reporting Officer and a report compiled and provided to the Airport Operations Manager. Runways, taxiways and apron pavements are to be independently assessed by a suitably qualified Aviation Pavement every two (2) years. Kamen Engineering Pty Limited conducted an inspection and produced a report for the maintenance requirements for the next twenty (20) years, in June 2014.
- SECURITY – Western Plains Security provides security/surveillance services to the Airport. Council operates a Close Circuit Television system to assist in monitoring the terminal building, car parks and the regular Public Transport Apron.
- ELECTRICAL - Power supply requirements are met through a 500 KVA Transformer maintained by Country Energy. Internal connections are supplied and maintained as needs are identified through local contractors. Emergency backup power is supplied through a 230 KVA generator located adjacent to the transformer.
- CLEANING - Cleaning of the Terminal area is undertaken by Council cleaning staff.
- GROUND MAINTENANCE/GARDENING - The ground maintenance and gardening requirements for the Airport are undertaken by the Aerodrome Reporting Officers.

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Asset maintenance strategies**Routine Maintenance****Buildings**

- Users of Terminal (passengers airline staff) provide input into maintenance requirements
- Weekly maintenance inspection of the Terminal is undertaken by the Groundsman Reporting Officers.
- Maintenance of Terminal is undertaken by sub-contractors engaged by the Airport Operations Manager.

Plant Equipment

- Air conditioning units covered by maintenance agreement with Williams Oriel Services P/L.
- Coffee lounge equipment (various) routine maintenance undertaken by appropriately qualified specialists
- Baggage Conveyor system serviced by Weilly Electrical once per year or as needed.
- Check-in equipment serviced and certified by Mid-state Cash Registers and Scales. Airport required to calibrate scale every twelve months.

Lighting Equipment

- Runway lighting systems are maintained and inspected by the Aerodrome Reporting Officers as specified in the Dubbo City Aerodrome Manual. These inspections are conducted either daily, weekly, monthly, quarterly or annually. If a tradesmen is required for maintenance and repairs this is undertaken by the staff in conjunction with Airport Operations Manager. Assistance is currently available from AirServices Australia for some technical matters relating to the system as well as the Electrical contractors, JDC-Thomson Electrical.
- Taxiway lighting systems are maintained and inspected by the Aerodrome Reporting Officers as specified in the Dubbo City Aerodrome Manual. These inspections are conducted either daily, weekly, monthly, quarterly or annually. If a tradesmen is required for maintenance and repairs this is undertaken by the staff in conjunction with Airport Operations Manager. Assistance is currently available from AirServices Australia for some technical matters relating to the system as well as the Electrical contractor, JDC-Thomson Electrical.
- PAPI system is maintained and inspected by the Aerodrome Reporting Officers as specified in the Dubbo City Aerodrome Manual. These inspections are conducted either daily, weekly, monthly, quarterly or annually. If a tradesmen is required for maintenance and repairs this is undertaken by the staff in conjunction with Airport Operations Manager. Assistance is currently available from AirServices Australia for some technical matters relating to the system as well as the Electrical contractor, JDC-Thomson Electrical.
- PAALC system is maintained and inspected by the Aerodrome Reporting Officers as specified in the Dubbo City Aerodrome Manual. These inspections are conducted either daily, weekly, monthly, quarterly or annually. If a tradesmen is required for maintenance and repairs this is undertaken by the staff in conjunction with Airport Operations Manager. Assistance is currently available from AirServices Australia for some technical matters relating to the system as well as the Electrical contractor, JDC-Thomson Electrical.

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Infrastructure

- Bitumen seal and AC Seal areas are repaired on a needs basis under an Agreed Brief with the Works Services Branch (pot hole repairs)
- The sewerage digester system is maintained by the Water & Sewer Branch
- General repairs to the miscellaneous small sheds and structures etc. will be undertaken as and when identified
- Secure Parking Equipment serviced by CDS Worldwide (subcontractor is BOCC Electrical)

Cyclic Maintenance**Building Internal**

- Painting scheduled on a ten (10) year cycle except in extreme wear areas where it is scheduled for every seven (7) years.
- Carpet replacement scheduled for every twenty years (20) except in extreme wear areas where it is scheduled for every twelve (12) years.
- Vinyl floor covering replacement scheduled for fifteen (15) plus year cycle

Building External

- Painting scheduled on a seven (7) year cycle
- Gutters and downpipes replaced on a twenty (20) year cycle
- Roller doors replaced on a twenty (20) year cycle

Plant Equipment

- Air conditioning units scheduled to be replaced each fifteen (15) years.

Infrastructure

- Airport pavements scheduled to be maintained as per Dubbo Airport Inspection of Aircraft
- Pavements Maintained by DCC Works Services

Other Structures

- Repainting would be scheduled as requirements identified (minor cost)

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APPENDIX. 1 Deed of Agreement between Commonwealth of Australia and Dubbo City Council 1992

DUBBO AERODROME

Deed



Dubbo City Regional Airport Business Plan 2018/2019DEED BETWEEN THE DUBBO CITY COUNCIL
AND THE COMMONWEALTH OF AUSTRALIA

THIS DEED is made the ~~30th~~ day of ~~June~~ 1992
between the Commonwealth of Australia ("the
Commonwealth") and the Dubbo City Council ("the Local
Authority").

WHEREAS:

- A. The Local Authority owns and operates Dubbo Aerodrome ("the aerodrome");
- B. The Commonwealth previously transferred the aerodrome to the Local Authority, and provides financial assistance for approved maintenance and development works at the aerodrome under the Aerodrome Local Ownership Plan;
- C. The Commonwealth wishes to transfer visual aids and associated facilities to the Local Authority;
- D. The Civil Aviation Authority has the responsibility for providing and maintaining air route and airway services and facilities at the aerodrome pursuant to the provisions of the Civil Aviation Act 1988 and the regulations made thereunder;
- E. The Local Authority has agreed to accept full financial responsibility for the aerodrome under the terms of this Deed.

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IT IS THEREFORE AGREED as follows:

1. In consideration of the undertakings mutually given and upon the terms set out below:
 - (a) the Commonwealth is, on and from 1 July 1992, released from paying to the Local Authority development and maintenance grants for the aerodrome under the terms and conditions of the Aerodrome Local Ownership Plan and shall have no further obligations under that Plan, except as provided in Clause 1(c) of this deed;
 - (b) the Local Authority is, on and from 1 July 1992, released from any obligation to reimburse the Commonwealth in respect of any grants made to the Local Authority under the Aerodrome Local Ownership Plan;
 - (c) the Commonwealth shall, on or before 1 July 1992, pay to the Local Authority the sum of \$200,000 by way of grant ("the grant") for expenditure by the Local Authority in carrying out the works specified in Schedule A ("the works") upon condition that the grant shall be the full extent of the Commonwealth contribution towards those works;
 - (d) the Local Authority shall, as soon as practicable after 1 July 1992, commence the works and shall complete the works within two years of 1 July 1992 or such longer period as is approved by the Secretary; and

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(e) the Commonwealth shall transfer the visual aids and associated equipment specified in Schedule B free of charge to the Local Authority on or before 1 July 1992.

Local Authority Undertakings

2. The Local Authority, on and from 1 July 1992:

(a) shall operate and maintain the aerodrome, open to public use, in compliance with Civil Aviation Regulations and Civil Aviation Authority standards for the type and category of aircraft operations at the aerodrome and shall permit access to the aerodrome to persons authorised under either the Air Navigation Regulations or the Civil Aviation Regulations;

(b) shall be solely responsible for developing, operating and maintaining the aerodrome including visual aids and associated equipment to Civil Aviation Authority standards, except for those air navigation services and facilities provided by the Civil Aviation Authority;

(c) shall permit open, unrestricted and non-discriminatory access to the aerodrome by airline and aircraft operators on reasonable terms and conditions, consistent with the physical limitations of the aerodrome in accordance with the Civil Aviation Authority safety standards and conditions published in the Enroute Supplement, Australia;

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- (d) shall, where applicable, allow all operations and air traffic movements at the aerodrome which are in pursuance of present and future rights granted by Australia under bilateral air services arrangements with other countries and international non-scheduled operations;
- (e) shall be responsible for the safety of the aerodrome in accordance with the Air Navigation Act 1920, the Civil Aviation Act 1988, the Air Navigation Regulations, the Civil Aviation Regulations and Orders made pursuant to those Regulations;
- (f) shall be responsible for the security of the aerodrome in accordance with the Air Navigation Act 1920, the Air Navigation Regulations and any direction or order made pursuant to the Regulations;
- (g) shall take such action as is within its power to prevent the restriction of aircraft operations to and from the aerodrome by objects, such as buildings, other structures, trees or other natural objects, projecting through the existing and potential obstacle limitation surfaces of the aerodrome;

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(h) shall take such action as is within its power to:

- (i) create land-use zoning around the aerodrome which will prevent residential and other incompatible development in areas which are, or which may be, adversely affected by aircraft noise;
- (ii) prevent the introduction of activities likely to create a hazard to aircraft including activities likely to attract birds; and
- (iii) prevent developments which would be incompatible with Civil Aviation Authority air navigation and communications facilities;

(j) subject, first, to the Civil Aviation Authority providing those services necessary under the Civil Aviation Regulations for the type and volume of aircraft traffic operating at the aerodrome and, second, to the Bureau of Meteorology providing meteorological services, shall provide from time to time for lease for nominal consideration (except for all outgoings in any way connected to or incidental to the aerodrome including but not limited to service costs, electricity, water) such space and right of access thereto both above and below ground within the aerodrome as:

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- (i) the Civil Aviation Authority reasonably requires for the purpose of establishing, providing, maintaining, modifying or operating air route and airway services and facilities and associated equipment and for the performance of such other aviation related activities and services including the provision, installation, maintenance and operation of facilities and equipment which shall remain the property of the Civil Aviation Authority and the Civil Aviation Authority shall have the right of removal of the facilities and equipment;
- (ii) the Bureau of Meteorology reasonably requires for the purpose of establishing, providing, maintaining, modifying or operating meteorological facilities and associated equipment and for the performance of such other meteorologically related Commonwealth activities and services including the provision, installation, maintenance and operation of facilities and equipment which shall remain the property of the Bureau of Meteorology and the Bureau of Meteorology shall have the right of removal of the facilities and equipment;

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(k) may lease or license the whole or any part of the aerodrome so that it will be operated as an aerodrome in compliance with Civil Aviation Regulations and Civil Aviation Authority standards and with international conventions to which Australia is a party PROVIDED that any such lease or licence shall have as one of its terms an obligation on the lessee or licensee to comply with the undertakings set out in Clause 2 of this Deed to the extent that the same are reasonably applicable to such lessee or licensee;

(l) shall provide by way of lease or licence or otherwise for the use of parts of the aerodrome by Companies or persons engaged in businesses directly related to the air transport industry without unjust discrimination and on fair and reasonable terms and conditions;

(m) may lease or license any part of the aerodrome for any purpose, other than for the operation of an aerodrome as provided for in Clause 2(k), that does not contravene any conditions specified by the Civil Aviation Authority for the operation of the aerodrome or international conventions to which Australia is a party;

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- (n) If a dispute arises between either the Local Authority or a person to whom the aerodrome has been leased or licensed under Clause 2(k) of this Deed and a Third Party on access to the aerodrome or the reasonableness of terms and conditions of access to the aerodrome, upon the request from the Third Party, shall submit the dispute to conciliation administered by the Australian Commercial Disputes Centre Limited ("ACDC") and conciliation shall be conducted in accordance with the conciliation rules of the ACDC or shall submit the dispute to another conciliator as agreed between the parties to the dispute;
- (o) In the event of a dispute referred to in Clause 2(n) of this Deed not being resolved within 30 days after the appointment of a Conciliator (or such longer period as the Local Authority, the lessee and the Third Party may agree), shall submit the dispute to arbitration administered by the ACDC or other arbitrator as agreed between the parties to the dispute provided that such arbitration shall be held in Sydney in accordance with and subject to the laws of the State of New South Wales;
- (p) shall not, without the consent in writing of the Secretary, permanently close the aerodrome or sell, lease or otherwise dispose of or part with the possession of any part of the land required for aerodrome purposes other than a disposal by way of lease or licence under the provisions of clause 2(j), 2(k), 2(l) and 2(m) hereof;

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(q) shall keep adequate records and accounts in respect of the grant referred to in clause 1(c) for the purposes of audit by the Commonwealth; and

(r) shall provide to the Secretary an annual statement certifying the progress of the works and the amount of the grant expended at that time and, at the completion of the works, a statement certifying that the works have been completed and that the grant has been expended on the works.

Commonwealth Undertakings

3. The Commonwealth agrees not to collect charges under the Air Navigation (Charges) Act 1952 for the use of the aerodrome on and from 1 July 1992.

Miscellaneous

4. The Local Authority shall bear any State or local government tax or charge payable in respect of this Deed. Each party shall otherwise bear its own legal or other costs in relation to the preparation and execution of this Deed.
5. The Commonwealth shall not be liable for the costs of a conciliation or arbitration under subclause 2(n) or 2(o) of this Deed, or any costs incurred as a result of any dispute between the Local Authority or the lessee and a Third Party in respect of access to the aerodrome or the reasonableness of terms and conditions of access to the aerodrome.

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6. The local authority on and from 1 July 1992 shall have the right to determine and collect charges for aerodrome operations, other than those imposed under the Civil Aviation Act and Regulations made thereunder, as are necessary to cover the cost of developing, operating and maintaining the aerodrome.
7. This Deed shall be governed by and construed in accordance with the laws of the State of New South Wales.
8. This Deed constitutes the entire agreement between the parties in relation to the future operation of the aerodrome and replaces all previous agreements, arrangements or undertakings.
9. It is the intention of the parties that the rights and obligations of the parties under this Agreement continue and the expressions "the Commonwealth" and "the Local Authority" shall as far as possible include the statutory successors, and assignees thereof to the intent that such rights and obligations shall continue herewith.

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10. In this Deed

- (a) "Civil Aviation Authority" means the Authority established by section 8 of the Civil Aviation Act 1988;
- (b) "Secretary" means the Secretary to the Department of Transport and Communications and includes any person acting as Secretary and any person authorised by the Secretary to act on his behalf;
- (c) where a word is also defined in the Air Navigation Regulations or the Civil Aviation Regulations the meaning of that word shall be as defined in the Air Navigation Regulations or Civil Aviation Regulations; and
- (d) a reference to any Act or Regulation shall include all present and future Acts and Regulations and all amendments thereto and re-enactments thereof and all by-laws and orders made thereunder.

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IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

SIGNED SEALED AND DELIVERED

by

ANNIE NICOLE MORGAN

annie nicole morgan

for and on behalf of the

COMMONWEALTH OF AUSTRALIA in

the presence of

JULIA ELLEN STARR

J. Starr

THE COMMON SEAL of the City

of Dubbo was hereunto

affixed in pursuance of a

resolution of the City

Council of Dubbo in the

presence of

A.M. Morgan

MAYOR

[Signature]

General Manager/Town Clerk

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SCHEDULE A

Attached to the deed between the Dubbo City Council and
the Commonwealth of Australia.

List of specified works

- * Resealing main (05/23) runway
- * Apron extension
- * Resealing of taxiway and general aviation apron
- * Installation of PAALC

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SCHEDULE B

Attached to the deed between the Dubbo City Council and the Commonwealth of Australia

List of visual aids to be transferred

- o Runway 05 AT-VASIS
- o Runway 23 AT-VASIS
- o T-VASIS control equipment
- o Associated cabling and spares
- o Aerodrome rotating beacon

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Appendix 2 – Asset Listing



Civic Administration Building
 P.O. Box 81 Dubbo NSW 2830
 T (02) 6801 4000
 F (02) 6801 4259
 ABN 77 296 185 279

Print Date: 18/09/2017
 Print Time: 11:05:42AM

Asset Listing by Budget Function

| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
|------------------------------------|----------|-----------|---|---------------|-----------------------|------------------------------------|----------------------------|
| Dubbo City Regional Airport | | | | | | | |
| Plant & Equipment | | | | | | | |
| Transport and Communication | | | | | | | |
| Transport and Communication | | 31194 | Shimano Extension Ladder 18' | 1/01/1993 | 0 | 48.00 | 0.00 |
| Transport and Communication | | 31192 | Beach Grader | 1/01/1990 | 0 | 140.00 | 0.00 |
| Transport and Communication | | 31114 | Tracto T50 Tardling Irrigator | 14/02/1994 | 0 | 1,200.00 | 0.00 |
| Transport and Communication | | 31126 | Ingersoll Rand Compressor Jet 2L | 31/09/1992 | 0 | 635.00 | 0.00 |
| Transport and Communication | | 31128 | Hobby 100 4.3cc Phoenix Walker | 13/05/1993 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31129 | E.A.A.I.C. | 21/12/1992 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31148 | Excavator Arvona R Ansoncoric | 20/10/1991 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31130 | Uniflex Scanner 7600c | 31/12/1991 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31137 | Truck Trailer R Pump (Fire Fighting) | 1/01/1993 | 0 | 50.00 | 0.00 |
| Transport and Communication | | 31139 | Tri Trailer Vacuum Cleaner - Back Park | 1/12/1990 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31160 | Sale Wex City Gel 100 Vacuum Cleaner | 12/04/1994 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31183 | Dural Figs 6Mpa Vhf Ground Station Radio | 12/07/1994 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31150 | 7 Shephards | 14/07/1990 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31173 | 220 Small Boxes | 1/01/1992 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31113 | Bealco Fan 9000r Ansoncoric Unit | 22/10/1991 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31199 | Feberich Luggage Conveyor Belt | 30/10/1995 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31201 | Custom Equipment | 31/12/1997 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31247 | Emblee Skycam Under Crew Mail 325 | 9/01/1997 | 0 | 760.00 | 0.00 |
| Transport and Communication | | 31021 | Air Conditioner Under Wall Mounted - Terminal | 20/10/1990 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31043 | Beagbak Response Unit At Airport | 13/05/1990 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 31037 | Security Camera At Light Tower | 30/06/2001 | 0 | 24,543.50 | 0.00 |
| Transport and Communication | | 31037 | Airport - Switchboard and Cabling | 30/06/2006 | 0 | 82,823.80 | 79,813.90 |

Dubbo City Regional Airport Business Plan 2018/2019

| Asset Listing by Budget Function | | | | | | | |
|--|----------|-----------|---|---------------|-----------------------|------------------------------------|----------------------------|
| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
| Transport and Communication | | 23300 | Airport - Terms Security Cameras / Movement Sema | 10/04/2006 | 0 | 43,400.00 | 0.00 |
| Transport and Communication | | 23301 | Airport - Car Park Security Cameras / Movement Sema | 30/03/2006 | 0 | 37,300.00 | 0.00 |
| Transport and Communication | | 23121 | CCTV Enhancement | 01/06/2007 | 0 | 31,514.23 | 1.00 |
| Transport and Communication | | 4321E | Compressor & Air Conditioner (Dukin) - Airport | 3/09/2009 | 11 | 9,465.00 | 4,537.66 |
| Transport and Communication | | 78231 | Airport - Erdson Air Conditioner | 04/06/2010 | 0 | 4,540.00 | 1.00 |
| Transport and Communication | | 78635 | Item Ground to Air Radio (Aerodrome Reporting Off) | 27/01/2012 | 5 | 1,809.13 | 927.88 |
| Transport and Communication | | 78700 | Item Ground to Air Radio & Aerial (Airport Operat) | 27/01/2012 | 5 | 1,593.37 | 848.07 |
| Transport and Communication | | 8143E | Data Logger - Avionics Recording Device - Dubbo City | 01/06/2012 | 0 | 1,267.66 | 1.00 |
| Transport and Communication | | 81944 | Airport - Item Ground to Air Radio | 01/06/2013 | 6 | 1,947.37 | 1,147.80 |
| Transport and Communication | | 81949 | Airport - Cafe Equipment - Coffee Cart and Access | 01/06/2013 | 11 | 18,593.70 | 14,069.40 |
| Transport and Communication | | 81951 | Airport - Passenger & Baggage Screening Equipment | 01/06/2013 | 11 | 115,106.00 | 81,375.32 |
| Transport and Communication | | 81952 | Airport - Passenger & Baggage Screening Equipment | 01/06/2013 | 11 | 18,078.00 | 14,058.56 |
| Transport and Communication | | 81950 | Airport - Passenger & Baggage Screening Equipment | 01/06/2013 | 11 | 107,535.00 | 77,187.14 |
| Transport and Communication | | 81961 | Airport - Passenger & Baggage Screening Equipment | 01/06/2013 | 11 | 394,302.00 | 289,049.84 |
| Transport and Communication | | 81963 | Airport - Passenger & Baggage Screening Equipment | 01/06/2013 | 11 | 2,300.00 | 1,812.77 |
| Transport and Communication | | 81964 | Airport - Passenger & Baggage Screening Equipment | 01/06/2013 | 11 | 33,812.50 | 17,048.73 |
| Transport and Communication | | 81978 | Airport - Baggage Conveyor /Accession | 01/06/2013 | 11 | 104,494.14 | 83,510.37 |
| Transport and Communication | | 82973 | Pilot Activated Airfield Lighting Control - PAALC | 8/10/2014 | 10 | 9,150.00 | 7,901.17 |
| Transport and Communication | | 82975 | Airport - Air Conditioner Unit in Erdson - Mitrib | 23/08/2014 | 0 | 2,559.80 | 1,327.67 |
| Transport and Communication | | 83413 | Mitsubishi 3. New Style Air Conditioner in Service E. | 01/06/2015 | 0 | 3,756.00 | 3,003.96 |
| Transport and Communication | | 83527 | Baggage Conveyor Motor 1.5kw - Dubbo City Regional | 01/06/2015 | 3 | 2,553.83 | 1,531.22 |
| Transport and Communication | | 83539 | CCTV Enhancement - 3 Megapixel Camera to Airport E | 01/06/2015 | 3 | 2,400.00 | 1,439.08 |
| Transport and Communication | | 83543 | WiFi - UPS - Server Failure - Uninterrupted Power | 01/06/2015 | 0 | 10,320.00 | 9,126.25 |
| Transport and Communication | | 83542 | WiFi - UPS - CCTV - Uninterrupted Power Supply - D | 01/06/2015 | 0 | 3,193.00 | 4,747.88 |
| Transport and Communication | | 83969 | 2 x 3 Megapixel security camera for public car pa | 12/05/2016 | 4 | 3,800.00 | 2,915.04 |
| Transport and Communication | | 83970 | 3 x Security camera for Apron area - Parking & R | 12/05/2016 | 4 | 3,806.00 | 2,940.37 |
| Transport and Communication | | 83971 | 1 x Security camera for arrivals floor/terminal - R | 12/05/2016 | 4 | 3,138.00 | 6,354.38 |
| Transport and Communication | | 83973 | Automatic Weather Station Broadcast Unit & Crvty | 12/05/2016 | 9 | 4,986.93 | 4,312.90 |
| Transport and Communication | | 8402E | WiFi - Security Car Park Pay Stations - 1 x each | 12/05/2016 | 9 | 37,470.00 | 37,061.23 |
| Transport and Communication | | 84519 | Vehicle Radio - ICOM Airband radio with programming | 6/10/2016 | 10 | 2,072.56 | 1,824.42 |
| Transport and Communication | | 84540 | Jetstar Ground Power Unit - Serial Number ER012H7 | 13/12/2016 | 15 | 14,593.00 | 14,443.99 |
| Transport and Communication | | 84541 | Fain Water Tank 22500L with pipe & fittings - 41L | 13/12/2016 | 15 | 4,800.00 | 4,603.81 |
| Transport and Communication | | 84542 | Hydra Tap C/B C160/125 - Classic Chrome - End/Cat | 29/11/2016 | 15 | 2,622.92 | 3,519.80 |
| Transport and Communication Total | | | | | | 1,175,077.41 | 769,567.07 |
| Plant & Equipment Total | | | | | | 1,123,077.94 | 769,567.07 |

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Asset Listing by Budget Function

| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
|--|----------|-----------|--|---------------|-----------------------|------------------------------------|----------------------------|
| Office Equipment | | | | | | | |
| Transport and Communication | | | | | | | |
| | | 3332 | Mobile/TEFL Facsimile | 03/11/2003 | 0 | 0.00 | 0.00 |
| | | 22487 | EPSON LaserJet Fax | 00/06/2006 | 2 | 0.00 | 0.00 |
| | | 22489 | Passover LCD Projector | 00/06/2006 | 0 | 999.10 | 1.00 |
| | | 42240 | Flight Information Display System (FIDS) | 18/11/2008 | 0 | 55,666.80 | 1.00 |
| | | 21946 | Airport - 64" Plasma TV - Meeting Room | 00/06/2013 | 1 | 4,323.00 | 833.07 |
| | | 82632 | Cable Wireless Router - Cafe Equipment - Dubbo C | 00/06/2013 | 0 | 4,709.00 | 1,681.30 |
| | | 33940 | Scissors Printer - Dubbo City Regional Airport - Gen | 00/06/2013 | 3 | 1,250.00 | 749.62 |
| Transport and Communication Total | | | | | | 66,749.90 | 3,454.87 |
| Office Equipment Total | | | | | | 66,749.90 | 3,454.87 |
| Furniture & Fittings | | | | | | | |
| Transport and Communication | | | | | | | |
| | | 13315 | Coffee Lounge Furniture | 07/09/1995 | 0 | 0.00 | 0.00 |
| | | 13317 | Wooden Milk Shake Maker | 17/11/1995 | 0 | 0.00 | 0.00 |
| | | 13318 | Wooden Robot NOT Standard Tester | 01/12/1995 | 0 | 0.00 | 0.00 |
| | | 13319 | Roband 371 Deep Fryer | 20/03/1997 | 0 | 0.00 | 0.00 |
| | | 13320 | Emmer Gen 1448 3.45Kw Room Air Condition | 20/10/1995 | 0 | 0.00 | 0.00 |
| | | 13321 | 10H Umb | 07/12/1997 | 0 | 0.00 | 0.00 |
| | | 13344 | Safe - 234 Head | 20/09/1991 | 0 | 0.00 | 0.00 |
| | | 13377 | 33 Chairs | 1/01/1992 | 0 | 0.00 | 0.00 |
| | | 13378 | Chairs - 234 Head | 20/09/1991 | 0 | 0.00 | 0.00 |
| | | 13379 | Tutor Typist Chair - Grey | 19/09/1991 | 0 | 0.00 | 0.00 |
| | | 13351 | Desk - 7124 Head | 20/09/1991 | 0 | 0.00 | 0.00 |
| | | 13382 | Desk For Monitoring Equipment | 11/12/1992 | 0 | 0.00 | 0.00 |
| | | 13354 | Refrigerator Water Cooler | 00/03/1993 | 0 | 0.00 | 0.00 |
| | | 13355 | Filing Cabinet - 704 Head | 20/09/1991 | 0 | 213.00 | 1.00 |
| | | 13398 | Cashless Seating - Aerial Terminal | 12/12/1995 | 0 | 0.00 | 0.00 |
| | | 13302 | Reception Counter | 28/12/1994 | 0 | 0.00 | 0.00 |
| | | 13303 | Terminal - Carpet | 00/06/1995 | 0 | 0.00 | 0.00 |
| | | 22102 | Airport Passenger Seating - UEL A302 Series | 13/12/2005 | 0 | 31,949.12 | 1.00 |
| | | 22103 | Airport Lounge and Cafe Seating | 00/06/2006 | 0 | 33,814.19 | 1.00 |
| | | 22486 | Meeting Table - Airport | 00/06/2006 | 0 | 3,102.00 | 1.00 |
| | | 35238 | Cafe Equipment - Supply Stainer (2013.7.090) model | 00/06/2008 | 0 | 2,946.97 | 1.00 |
| | | 42180 | Bar - Airport - Cafe Equipment - 3 Stainless Steel | 00/06/2009 | 0 | 1,620.39 | 1.00 |

Dubbo City Regional Airport Business Plan 2018/2019

Asset Listing by Budget Function

| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
|--|----------|-----------|--|---------------|-----------------------|------------------------------------|----------------------------|
| Transport and Communication | | 42181 | 2 Chairs, 1 chair, 1 bedstone | 30/06/2009 | 0 | 2,588.00 | 1.00 |
| Transport and Communication | | 79282 | Airport - Display Cabinet & Pedigree case | 30/06/2011 | 4 | 8,592.00 | 3,274.93 |
| Transport and Communication | | 79659 | Commercial Stereo Decks | 9/02/2012 | 3 | 4,320.00 | 932.68 |
| Transport and Communication | | 79701 | Office Chairs x 2 (Airport) | 27/03/2012 | 9 | 572.00 | 1.00 |
| Transport and Communication | | 82407 | Fire - Airport - TV Terminal Refuse Bin | 30/06/2014 | 7 | 3,015.30 | 2,101.18 |
| Transport and Communication | | 82409 | Television x 6 - Dubbo City Regional Airport | 30/06/2014 | 3 | 7,669.93 | 3,143.65 |
| Transport and Communication | | 82409 | Charge Bar - Mobile Device Charging Station - Dubbo | 30/06/2014 | 2 | 393.00 | 357.88 |
| Transport and Communication | | 82430 | Bin Enclosures - Dubbo City Regional Airport | 30/06/2014 | 17 | 6,875.55 | 5,344.09 |
| Transport and Communication | | 82431 | Lounges - Dubbo City Regional Airport | 30/06/2014 | 2 | 5,454.54 | 2,179.10 |
| Transport and Communication | | 82431 | Underbench Storage Fridge x 3 - Cafe Equipment - D | 30/06/2014 | 13 | 18,320.77 | 14,628.79 |
| Transport and Communication | | 82433 | Tables (Round) - Cafe Equipment - Dubbo City Reg | 30/06/2014 | 3 | 843.89 | 337.68 |
| Transport and Communication | | 82433 | Rick Furniture - Airport Terminal - 2x High Chairs | 30/06/2014 | 3 | 1,742.36 | 656.54 |
| Transport and Communication | | 82440 | Departure Area Passenger Seating - Dubbo City Reg | 30/06/2014 | 2 | 10,344.50 | 4,178.33 |
| Transport and Communication | | 82441 | Cafe Area Furniture - Dubbo City Regional Airport | 30/06/2014 | 3 | 8,328.41 | 4,286.96 |
| Transport and Communication | | 82442 | Cafe Area Furniture - Dubbo City Regional Airport | 30/06/2014 | 3 | 10,332.79 | 4,127.33 |
| Transport and Communication | | 83366 | Airport Cafe Equipment - Ice Machine in per Queue | 12/03/2016 | 4 | 3,677.05 | 2,571.26 |
| Transport and Communication | | 83367 | Carpet - Meeting room at Airport - Tuhmaner Park | 12/03/2016 | 9 | 2,504.55 | 2,119.81 |
| Transport and Communication | | 83368 | Fluoro heater unit model 501 - Hot water system at | 12/03/2016 | 4 | 1,500.00 | 1,139.03 |
| Transport and Communication | | 84220 | Lounges x 3 - Airport Area - 3 x 4 Ch - Dubbo City Reg | 30/06/2018 | 3 | 4,942.42 | 3,634.70 |
| Transport and Communication | | 84349 | Touner 3 Shes - TGS5 10A - 410 x 230 x 300mm - 3 | 10/01/2018 | 3 | 716.99 | 626.16 |
| Transport and Communication Total | | | | | | 175,693.78 | 53,183.67 |
| Furniture & Fittings Total | | | | | | 175,693.78 | 53,183.67 |

Land - Operational

Transport and Communication

| | | | | | | | |
|-----------------------------|--|-------|---|------------|----|------------|------------|
| Transport and Communication | | 18199 | Airport - Lot 9 DP1222049 - 48 Coconra Road | 30/06/1999 | 0 | 67,000.00 | 67,000.00 |
| Transport and Communication | | 18563 | Byways Land Dubbo Airport | 30/06/1999 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 19173 | Lot 118 DP1016516 - ex F G South land adjacent to | 11/09/2000 | 0 | 110,000.00 | 110,000.00 |
| Transport and Communication | | 20225 | Food Reserve 3.917 ha - Dept Land & Water | 14/01/2003 | 0 | 14,000.00 | 14,000.00 |
| Transport and Communication | | 26502 | Lot 1 DP1094527 - Bunglebungle Rd | 30/06/2007 | 0 | 22,000.00 | 22,000.00 |
| Transport and Communication | | 26503 | Lot 2 DP1094527 - Bunglebungle Rd | 30/06/2007 | 0 | 39,000.00 | 39,000.00 |
| Transport and Communication | | 35213 | Lot 1 DP1015450 - Bunglebungle Rd - Parc Closed | 0 | 0 | 31,000.00 | 31,000.00 |
| Transport and Communication | | 35230 | Airport - Lot 9 DP1209212 - Lease to BP Australia | 0 | 0 | 19,000.00 | 19,000.00 |
| Transport and Communication | | 39231 | Airport - Lot 10 DP 1089211 - Lease to BP Australia | 0 | 0 | 530,000.00 | 530,000.00 |
| Transport and Communication | | 82446 | Lot 801 DP 556012 - 43L Bunglebungle Road Dubbo | 17/10/2018 | 97 | 190,000.00 | 190,000.00 |
| Transport and Communication | | 82447 | Lot 143 DP1016886 - Parc 43L Bunglebungle Road Dub | 17/10/2018 | 97 | 138,630.99 | 138,630.99 |

Dubbo City Regional Airport Business Plan 2018/2019

| Asset Listing by Budget Function | | | | | | | |
|--|-----------------------------|-----------|--|---------------|-----------------------|------------------------------------|----------------------------|
| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
| | Transport and Communication | 8430 | Lot 6 DP 196904 Coorezza Road - Land Purchase - Da | 12/03/2016 | 99 | 169,943.18 | 169,943.18 |
| | | | Transport and Communication Total | | | 1,369,574.17 | 1,369,574.17 |
| | | | Land - Operational Total | | | 1,369,574.17 | 1,369,574.17 |
| Land Improvements - Depreciable | | | | | | | |
| | Transport and Communication | | | | | | |
| | Transport and Communication | 15216 | Irrigation - Airport Car Park Gardens | 30/06/1998 | 9 | 0.00 | 0.00 |
| | Transport and Communication | 19061 | Airport Landscaping 2001 | 30/06/2000 | 13 | 0.00 | 0.00 |
| | Transport and Communication | 42351 | Irrigation - Airport | 30/06/2000 | 1 | 42,400.00 | 1,939.91 |
| | | | Transport and Communication Total | | | 42,400.00 | 1,939.91 |
| | | | Land Improvements - Depreciable Total | | | 42,400.00 | 1,939.91 |
| Buildings (Rural Fire Service Only) | | | | | | | |
| | Transport and Communication | | | | | | |
| | Transport and Communication | 13143 | Airport Cottage & Garage Buildings (16 & 17) | 26/11/1984 | 41 | 0.00 | 0.00 |
| | Transport and Communication | 13138 | 2x Emergency Sliding Entrance Doors | 31/12/1992 | 0 | 0.00 | 0.00 |
| | Transport and Communication | 13139 | Automatic Doors - E-Entrance Doors | 31/01/1994 | 0 | 0.00 | 0.00 |
| | Transport and Communication | 13155 | Gate / Workshop - Airport Compound | 30/06/1995 | 48 | 0.00 | 0.00 |
| | Transport and Communication | 13200 | Aerobus Terminal & Medium Ventilation - Add to | 30/06/2003 | 39 | 0.00 | 0.00 |
| | Transport and Communication | 13204 | Terminal - Tables - Add to Asset 11855 - 21/03/00 | 30/06/1995 | 37 | 0.00 | 0.00 |
| | Transport and Communication | 19094 | Airport Green Area Compound | 23/11/1999 | 31 | 0.00 | 0.00 |
| | Transport and Communication | 21355 | Dubbo City Airport Terminal | 30/06/2006 | 34 | 0.00 | 0.00 |
| | | | Transport and Communication Total | | | 0.00 | 0.00 |
| | | | Buildings (Rural Fire Service Only) Total | | | 0.00 | 0.00 |
| Other Structures | | | | | | | |
| | Transport and Communication | | | | | | |
| | Transport and Communication | 13132 | Lighting | 23/07/1991 | 0 | 0.00 | 0.00 |
| | Transport and Communication | 13156 | Boundary Fences | 30/11/1995 | 21 | 0.00 | 0.00 |
| | Transport and Communication | 13197 | Fencing/Fencing In Front Of Terminal | 30/01/1996 | 21 | 0.00 | 0.00 |
| | Transport and Communication | 19679 | Backproof Fence - Airport | 30/06/2001 | 2 | 0.00 | 0.00 |
| | Transport and Communication | 19835 | Fencing Backcourt Family Lodge | 30/06/2002 | 0 | 0.00 | 0.00 |

Dubbo City Regional Airport Business Plan 2018/2019

| Asset Listing by Budget Function | | | | | | | |
|----------------------------------|----------|-----------|---|---------------|-----------------------|------------------------------------|----------------------------|
| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
| Transport and Communication | | 20016 | Compound Security Fence - Coloured / Barbed Wire | 27/10/2001 | 17 | 0.00 | 0.00 |
| Transport and Communication | | 20186 | Airport Carpark Lighting 2004 | 20/04/2004 | 14 | 0.00 | 0.00 |
| Transport and Communication | | 20358 | Airport - Security Fencing | 20/06/2006 | 6 | 0.00 | 0.00 |
| Transport and Communication | | 20490 | Lighting - Airport - General Aviation Area - 2006 | 20/06/2006 | 16 | 0.00 | 0.00 |
| Transport and Communication | | 20759 | Security Fencing - North Boundary - Airport | 20/06/2006 | 17 | 0.00 | 0.00 |
| Transport and Communication | | 22100 | Lighting - Airport Carpark - Security Lighting | 20/06/2006 | 17 | 0.00 | 0.00 |
| Transport and Communication | | 23120 | Pedestrian Canopy | 20/06/2006 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 25459 | Security Fencing & Gate - Flight Services to Client | 20/06/2006 | 13 | 0.00 | 0.00 |
| Transport and Communication | | 25500 | Tax Shelter | 20/06/2006 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 40391 | Lighting - Airport - Carpark - Security Lighting | | 17 | 19,563.22 | 10,419.02 |
| Transport and Communication | | 40392 | Lighting - Airport - General Aviation Area | | 17 | 76,956.52 | 40,583.04 |
| Transport and Communication | | 40393 | Lighting - Airport Carpark | | 15 | 101,428.57 | 47,482.23 |
| Transport and Communication | | 40394 | Rotating Beacon with Standby Light | | 13 | 53,263.16 | 34,263.54 |
| Transport and Communication | | 40395 | Boundary Fence | 20/06/2009 | 6 | 620,050.00 | 188,303.51 |
| Transport and Communication | | 40396 | Pedestrian Canopy | 20/06/2009 | 12 | 62,797.66 | 33,453.95 |
| Transport and Communication | | 40397 | Security Fencing & Gate - Flight Services to Client | | 10 | 74,266.67 | 38,157.84 |
| Transport and Communication | | 40398 | Tax Shelter | | 4 | 3,000.00 | 284.19 |
| Transport and Communication | | 40399 | Storage - Dubbo City Regional Airport | 20/11/2009 | 7 | 0.00 | 0.00 |
| Transport and Communication | | 40399 | ATNASE Transformers - Airport | 18/12/2009 | 12 | 2,118.32 | 4,687.74 |
| Transport and Communication | | 40397 | Welcome Sign Rehabilitation - City Image | 20/06/2010 | 3 | 19,593.50 | 3,186.79 |
| Transport and Communication | | 79154 | Airport - Bollards | 20/06/2011 | 4 | 13,609.54 | 3,716.56 |
| Transport and Communication | | 79155 | Airport - Arrival Services/Info Desk | 20/06/2011 | 4 | 29,694.33 | 6,721.72 |
| Transport and Communication | | 79157 | Airport Entry Sign | 20/06/2011 | 0 | 3,666.67 | 1.00 |
| Transport and Communication | | 79690 | Camera - Light Pole (Airport) | 12/12/2011 | 13 | 2,103.26 | 1,290.22 |
| Transport and Communication | | 79707 | Shade Cover - Airport Security Car Park | 16/03/2012 | 13 | 67,314.82 | 43,212.86 |
| Transport and Communication | | 79706 | Airport Security Fencing - 3.2ha from Gate 2 to 3a | 11/01/2012 | 12 | 125,276.94 | 83,722.23 |
| Transport and Communication | | 79707 | Automatic Sliding Gate - Airport Compound | 10/10/2011 | 12 | 6,307.29 | 4,215.24 |
| Transport and Communication | | 81456 | Roofing Parking Equipment - Dubbo City Airport | 20/06/2012 | 5 | 15,131.89 | 5,452.91 |
| Transport and Communication | | 81457 | WiFi - Canopy - Inside Area Design - Stage 1 - Dub | 20/06/2012 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 81869 | Airport - Rhino and Call Signposts | 20/06/2012 | 11 | 18,492.10 | 12,529.92 |
| Transport and Communication | | 82039 | Airport - Security Car Park - Boom Gate | 20/06/2012 | 6 | 4,820.00 | 2,890.04 |
| Transport and Communication | | 82457 | Storage - Signposts - Rhino / Call - Airport | 11/12/2012 | 7 | 3,419.93 | 94.86 |
| Transport and Communication | | 82335 | Airport - Security Car Park - Shade Structure | 29/02/2014 | 7 | 51,523.12 | 34,801.69 |
| Transport and Communication | | 82635 | Floodlights 2014 - Dubbo City Regional Airport - W | 20/06/2014 | 12 | 45,052.00 | 39,640.29 |
| Transport and Communication | | 82645 | CCTV on RPT Approx 2014 - Dubbo City Regional Airpo | 20/06/2014 | 7 | 29,712.00 | 20,791.16 |
| Transport and Communication | | 83772 | Bollards - 3 phase & single phase cables to pole | 12/02/2016 | 2 | 10,050.00 | 8,507.00 |
| Transport and Communication | | 84016 | Terminal Lighting - LED Light Stage 1 - Dubbo Sit | 12/02/2016 | 9 | 23,553.00 | 21,139.94 |
| Transport and Communication | | 84543 | General Metering Point - Fuel Public Parking - Air | 13/03/2017 | 15 | 0.00 | 0.00 |

Dubbo City Regional Airport Business Plan 2018/2019

Asset Listing by Budget Function

| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
|---|----------|-----------|--|---------------|-----------------------|------------------------------------|----------------------------|
| Transport and Communication Total | | | | | | 1,577,605.11 | 610,734.64 |
| Other Structures Total | | | | | | 1,577,605.11 | 610,734.64 |
| Infrastructure - Roads,Bridges,Footpaths | | | | | | | |
| Transport and Communication | | | | | | | |
| Transport and Communication | | 13111 | Arthur Butler Drive & Other Roadways | 30/06/1996 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 13112 | Airport Carpark - Pavement Base - 1995 | 30/06/1995 | 06 | 0.00 | 0.00 |
| Transport and Communication | | 13113 | Airport Carpark - Earth & Graveling - 1995 | 30/06/1995 | 26 | 0.00 | 0.00 |
| Transport and Communication | | 13130 | Airport Carpark - Embed Medium - 1997 | 6/03/1997 | 94 | 0.00 | 0.00 |
| Transport and Communication | | 13138 | Pavement New Runways | 30/06/1998 | 39 | 0.00 | 0.00 |
| Transport and Communication | | 13615 | Airport - Medium - 1999 | 30/06/1999 | 10 | 0.00 | 0.00 |
| Transport and Communication | | 19113 | Access Road - Royal Flying Doctors Services | 6/03/2000 | 21 | 0.00 | 0.00 |
| Transport and Communication | | 19118 | Airport Security Carpark - Design - Add to Asset 1 | | 0 | 0.00 | 0.00 |
| Transport and Communication | | 20143 | Access Road - Entry | 30/06/2000 | 38 | 0.00 | 0.00 |
| Transport and Communication | | 21329 | Airport Carpark - Pavement Base - 2004 | 30/06/2006 | 29 | 0.00 | 0.00 |
| Transport and Communication | | 21390 | Airport Medium 2004/05 | 30/06/2004 | 14 | 0.00 | 0.00 |
| Transport and Communication | | 22459 | Concrete Footpaths - Airport - 2006 | 30/06/2006 | 46 | 0.00 | 0.00 |
| Transport and Communication | | 42332 | Security Carpark - Airport | 30/06/2009 | 6 | 0.00 | 0.00 |
| Transport and Communication | | 43791 | Pavement Overlay - Airport | | 0 | 0.00 | 0.00 |
| Transport and Communication | | 75634 | Etk G_Road 2(Airport)_Etkon entrance to car park | | 38 | 13,700.00 | 14,948.84 |
| Transport and Communication | | 75637 | Etk G_CarPark 1(Airport)_North East side of Car Pa | | 38 | 10,941.00 | 11,900.10 |
| Transport and Communication | | 75638 | Etk G_CarPark 1(Airport)_Eastern entrance to car par | | 38 | 24,174.00 | 15,245.33 |
| Transport and Communication | | 75639 | Etk G_CarPark 2(Airport)_Road 2_End of the access | | 38 | 13,746.00 | 9,660.72 |
| Transport and Communication | | 75694 | Etk G_Road 5(Airport)_Road 4_75m towards north side | | 38 | 10,775.00 | 11,209.82 |
| Transport and Communication | | 75691 | Etk G_Road 6(Airport)_Road 2_Road 3 | | 38 | 4,879.00 | 2,541.09 |
| Transport and Communication | | 75692 | Etk G_Road 6(Airport)_Road 2_Road 3 | | 38 | 4,829.00 | 2,541.09 |
| Transport and Communication | | 75693 | Etk G_CarPark 1 Entrance Airport (Airport_Airport | | 38 | 4,316.00 | 3,017.40 |
| Transport and Communication | | 75730 | Carpark 1_Main carpark in front of Airport Terminal | | 53 | 633,600.00 | 430,018.34 |
| Transport and Communication | | 75731 | Carpark 2_Small Carpark North of Terminal Airpo | | 73 | 471,200.00 | 428,918.88 |
| Transport and Communication | | 75732 | Carpark 3_Carpark South of Terminal Airport_Airpo | | 53 | 113,120.00 | 81,832.29 |
| Transport and Communication | | 75804 | Carpark 1_Main carpark in front of Airport Terminal | | 16 | 36,000.00 | 44,919.87 |
| Transport and Communication | | 75801 | Carpark 2_Small Carpark North of Terminal Airpo | | 23 | 62,000.00 | 47,011.82 |
| Transport and Communication | | 75802 | Carpark 3_Carpark South of Terminal Airport_Airpo | | 16 | 16,200.00 | 3,447.63 |
| Transport and Communication | | 75904 | Footpath 1_Car Park 1 Airport South east side of c | | 53 | 10,764.00 | 8,416.15 |
| Transport and Communication | | 75905 | Footpath 1_Car Park 1 Airport East Entrance | | 53 | 1,637.50 | 1,460.59 |
| Transport and Communication | | 75906 | Footpath 2_Car Park 1 Airport Eastern Entrance of | | 53 | 1,637.50 | 1,460.59 |

Dubbo City Regional Airport Business Plan 2018/2019

| Asset Listing by Budget Function | | | | | | | |
|---|----------|-----------|---|---------------|-----------------------|------------------------------------|----------------------------|
| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
| Transport and Communication | | 77907 | Footpath-2_Car Park-1(Airport)End_North side of | | 33 | 4,539.60 | 4,601.01 |
| Transport and Communication | | 77908 | Footpath-3_Airport Road-2_Road-1_Airport | | 33 | 4,592.65 | 4,999.11 |
| Transport and Communication | | 77909 | Footpath-4_Airport Road-2_Road-3_Airport | | 33 | 3,413.50 | 3,602.53 |
| Transport and Communication | | 77910 | Footpath-5_RHS of road-3 in front of building Airp | | 33 | 69,612.00 | 63,438.72 |
| Transport and Communication | | 77911 | Footpath-6_Southern side of airport building Airpo | | 33 | 2,540.00 | 2,062.83 |
| Transport and Communication | | 77912 | Footpath-7_Southern side of airport building Airpo | | 33 | 18,260.00 | 11,688.83 |
| Transport and Communication | | 77913 | Footpath-8_Northern side of Airport building Airpo | | 33 | 9,704.00 | 8,170.83 |
| Transport and Communication | | 77914 | Footpath-9_Northern side of Airport building Airpo | | 33 | 18,090.00 | 11,157.00 |
| Transport and Communication | | 77927 | Airport_Concrete Road_Carpark-2_Concrete Road_Cap | | 4 | 18,810.50 | 11,133.81 |
| Transport and Communication | | 77928 | Airport_Carpark-2_Southern End of Carpark-1_Carp | | 18 | 30,905.00 | 18,349.01 |
| Transport and Communication | | 77947 | Airport_North End of Carpark-1_Road-2 North End | | 4 | 5,190.54 | 3,453.23 |
| Transport and Communication | | 77948 | Airport_End of Road-2, south end of Carpark-1_Re | | 4 | 3,506.83 | 2,131.62 |
| Transport and Communication | | 77949 | Airport_Road-1_75m towards north side Road-1_75m t | | 4 | 3,794.40 | 2,467.89 |
| Transport and Communication | | 77950 | Airport_75m from Road-1 towards north side impare | | 4 | 4,319.68 | 3,140.23 |
| Transport and Communication | | 77951 | Airport_Road-2_Road-3 Road-2_Road-3 | | 4 | 349.86 | 233.02 |
| Transport and Communication | | 77980 | Ho C_Arthur bender Drive / Road-1(Airport)_E Concrete R | | 38 | 118,731.61 | 71,721.79 |
| Transport and Communication | | 77982 | Ho C_Arthur bender Drive / Road-1(Airport)_E Concrete R | | 38 | 118,731.61 | 71,721.79 |
| Transport and Communication | | 77984 | Ho C_Arthur bender Drive / Road-1(Airport)_E Car Park- | | 38 | 59,994.00 | 34,478.14 |
| Transport and Communication | | 77986 | Ho C_Arthur bender Drive / Road-1(Airport)_E Car Park- | | 38 | 47,931.40 | 30,321.94 |
| Transport and Communication | | 77988 | Ho C_Road-1(Airport)_E Car Park-2_Southern End of Ca | | 38 | 39,731.20 | 23,650.55 |
| Transport and Communication | | 77989 | Ho C_Road-1(Airport)_E Car Park-2_Eastern entrance | | 38 | 18,560.00 | 11,957.55 |
| Transport and Communication | | 78183 | Airport_Concrete Road_Carpark-2_Concrete Road_Carp | | 23 | 164,700.00 | 133,170.84 |
| Transport and Communication | | 78184 | Airport_Carpark-2_Southern End of Carpark-1_Carp | | 23 | 90,742.00 | 70,483.53 |
| Transport and Communication | | 78203 | Airport_North End of Carpark-1_Road-2 North End | | 23 | 48,400.08 | 34,103.25 |
| Transport and Communication | | 78204 | Airport_End of Road-2, south end of Carpark-1_Re | | 23 | 30,672.00 | 23,110.42 |
| Transport and Communication | | 78205 | Airport_Road-1_75m towards north side Road-1_75m t | | 23 | 32,400.00 | 24,623.89 |
| Transport and Communication | | 78206 | Airport_75m from Road-1 towards north side impare | | 23 | 41,710.00 | 31,370.59 |
| Transport and Communication | | 78207 | Airport_Road-1_Road-3 Road-2_Road-3 | | 23 | 3,040.00 | 2,325.57 |
| Transport and Communication | | 79273 | Airport - Footpath Concrete - Girade | 30/08/2018 | 46 | 4,611.44 | 4,653.94 |
| Transport and Communication | | 81437 | Western Car Park Extension 2018 - Dubbo City Eagle | 30/08/2018 | 22 | 190,720.43 | 93,651.73 |
| Transport and Communication | | 84023 | WTP - Extend GA Apron - Forest Taxiway - Dubbo City | 13/09/2018 | 49 | 90,624.89 | 85,191.61 |
| Transport and Communication | | 84027 | WTP - Design - Car Park for Hire Cars - Dubbo City | 13/09/2018 | 49 | 54,826.37 | 54,133.41 |
| Transport and Communication | | 81231 | Retard Road - from FF3 to New GA Area - Airport | 30/08/2018 | 15 | 167,317.88 | 86,360.62 |
| Transport and Communication Total | | | | | | 3,436,640.17 | 2,817,183.97 |
| Infrastructure - Roads/Bridges/Footpaths Total | | | | | | 3,436,640.17 | 2,817,183.97 |

Dubbo City Regional Airport Business Plan 2018/2019

| Asset Listing by Budget Function | | | | | | | |
|---|----------|-----------|--|---------------|-----------------------|------------------------------------|----------------------------|
| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
| Infrastructure - Bulk Earthworks Non Dep | | | | | | | |
| Transport and Communication | | | | | | | |
| | | 70700 | Carpark-1_Milk carpark in front of Airport Terminal | | 0 | 64,500.00 | 64,500.00 |
| | | 70709 | Carpark-2_Sandier Carpark South of Terminal Airps | | 0 | 46,500.00 | 46,500.00 |
| | | 70710 | Carpark-3_Carpark South of Terminal Airport_Airps | | 0 | 12,130.00 | 12,130.00 |
| | | 70690 | Airport_Road-1_Lane towards north side Road-1_Lane | | 0 | 8,100.00 | 8,100.00 |
| | | 70661 | Airport_Traffic from Road-1 towards north, all surface | | 0 | 10,320.00 | 10,320.00 |
| | | 70126 | Airport_Coverment Road_Carpark 2 Coverment Road_Slip | | 0 | 41,175.00 | 41,175.00 |
| | | 70320 | Airport_Carpark-2_Southern End of Carpark-1 Carp | | 0 | 23,136.25 | 23,136.25 |
| | | 70321 | Airport_North End of Carpark-1_Road-3 North End | | 0 | 11,350.02 | 11,350.02 |
| | | 70129 | Airport_End of Road-2, southeast of Carpark-1_Lane | | 0 | 7,668.00 | 7,668.00 |
| | | 70130 | Airport_Road-2_Road-3 Road-2_Road-3 | | 0 | 763.00 | 763.00 |
| | | | Transport and Communication Total | | | 225,714.27 | 225,714.27 |
| | | | Infrastructure - Bulk Earthworks Non Dep Total | | | 225,714.27 | 225,714.27 |
| Infrastructure - Water Supply Network | | | | | | | |
| Transport and Communication | | | | | | | |
| | | 19151 | Airport Extend Hp Watermain | 00/06/2000 | 41 | 0.00 | 0.00 |
| | | 81396 | Airport - Race Pump - Oil Bangle public Road | 00/06/2011 | 8 | 3,766.92 | 2,599.79 |
| | | | Transport and Communication Total | | | 3,766.92 | 2,599.79 |
| | | | Infrastructure - Water Supply Network Total | | | 3,766.92 | 2,599.79 |
| Infrastructure - Sewerage Network | | | | | | | |
| Transport and Communication | | | | | | | |
| | | 19152 | Extend Sewer Line To Royal Flying Doctor | 00/06/2000 | 81 | 0.00 | 0.00 |
| | | 70307 | Airport - Sewer Infrastructure | 00/06/2011 | 162 | 381,520.06 | 371,473.27 |
| | | | Transport and Communication Total | | | 381,520.06 | 371,473.27 |
| | | | Infrastructure - Sewerage Network Total | | | 381,520.06 | 371,473.27 |
| Other Assets - Other | | | | | | | |
| Transport and Communication | | | | | | | |
| | | 13310 | Delta Railway | 00/06/1995 | 884 | 0.00 | 0.00 |

Dubbo City Regional Airport Business Plan 2018/2019

Asset Listing by Budget Function

| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
|--|----------|-----------|--|---------------|-----------------------|------------------------------------|----------------------------|
| Transport and Communication | | 13133 | Rastery H/29 | 30/06/2003 | 27 | 0.00 | 0.00 |
| Transport and Communication | | 13134 | Rastery 21/23 | 30/06/1996 | 16 | 0.00 | 0.00 |
| Transport and Communication | | 13115 | Tastery A | 30/06/1996 | 11 | 0.00 | 0.00 |
| Transport and Communication | | 13136 | Tastery B | 30/06/1996 | 13 | 0.00 | 0.00 |
| Transport and Communication | | 13137 | Tastery C | 30/06/2003 | 13 | 0.00 | 0.00 |
| Transport and Communication | | 13138 | Apron RPT North | 30/06/1996 | 13 | 0.00 | 0.00 |
| Transport and Communication | | 13139 | Apron RPT Centre | 30/06/1996 | 43 | 0.00 | 0.00 |
| Transport and Communication | | 13140 | Apron RPT South | 30/06/2003 | 10 | 0.00 | 0.00 |
| Transport and Communication | | 13141 | Apron General Activities | 30/06/1996 | 19 | 0.00 | 0.00 |
| Transport and Communication | | 10032 | Estimote D Tastery | 11/04/1997 | 40 | 0.00 | 0.00 |
| Transport and Communication | | 10449 | Tastery B Reconstruction (97) | 30/06/1997 | 35 | 0.00 | 0.00 |
| Transport and Communication | | 10450 | Concept Plan Dubbo Airport (97) - Transferred to A | | 0 | 0.00 | 0.00 |
| Transport and Communication | | 10447 | Estimote C Tastery | 30/04/1998 | 19 | 0.00 | 0.00 |
| Transport and Communication | | 10624 | Tastery E | 30/06/1996 | 40 | 0.00 | 0.00 |
| Transport and Communication | | 10902 | Apron GA Substation | 03/06/2000 | 43 | 0.00 | 0.00 |
| Transport and Communication | | 13031 | Rastery - Hard Shoulder S123 | 22/06/2000 | 43 | 0.00 | 0.00 |
| Transport and Communication | | 13736 | Charlie Tastery - Reconstruction | 30/06/2002 | 35 | 0.00 | 0.00 |
| Transport and Communication | | 23132 | RPT Apron Upgrade - 2007 to 2008 | 30/06/2008 | 0 | 0.00 | 0.00 |
| Transport and Communication | | 23133 | Seal / Bitumen Seal - Rastery 05/23 - 2007 | 30/06/2007 | 37 | 0.00 | 0.00 |
| Transport and Communication | | 23124 | Seal / Bitumen Seal - Tastery D - 2007 | 30/06/2007 | 37 | 0.00 | 0.00 |
| Transport and Communication | | 35490 | GA Area - Road Re-Alignment | 30/06/2003 | 48 | 0.00 | 0.00 |
| Transport and Communication | | 35491 | RPT Apron Extension 2008 | 23/06/2008 | 48 | 0.00 | 0.00 |
| Transport and Communication | | 78256 | Lighting - Dubbo City Airport Rastery - Upgrade File | 30/06/2013 | 4 | 18,806.00 | 7,517.08 |
| Transport and Communication | | 82616 | CCTV Cameras and Cabling - Dubbo City Regional Air | 30/06/2013 | 22 | 12,353.00 | 10,669.33 |
| Transport and Communication | | 83004 | CCTV Cameras - 4 fixed on Security Carpark Driveway | 30/11/2014 | 8 | 20,806.06 | 15,433.53 |
| Transport and Communication | | 83005 | Optic Fibre Cable Network security equipment and c | 30/11/2014 | 13 | 13,303.00 | 12,021.52 |
| Transport and Communication Total | | | | | | 45,762.06 | 45,641.51 |
| Other Assets - Other Total | | | | | | 45,762.06 | 45,641.51 |

Plant & Equipment - Elect Services

Transport and Communication

| | | | | | | |
|-----------------------------|-------|-----------------------------------|------------|---|------|------|
| Transport and Communication | 13143 | Sid Chivone 244 Assay | 30/06/1991 | 0 | 0.00 | 0.00 |
| Transport and Communication | 13151 | Chivone Edge Hel 30A | 3/08/1991 | 0 | 0.00 | 0.00 |
| Transport and Communication | 13151 | Tank 1 Fuelstore 222D | 22/06/1985 | 0 | 0.00 | 0.00 |
| Transport and Communication | 13170 | Yan-Ming Motor A41000 With Cusher | 17/10/1983 | 0 | 0.00 | 0.00 |
| Transport and Communication | 10235 | Hand Mower - Self Propelled | 3/04/1997 | 0 | 0.00 | 0.00 |

[Dubbo City Regional Airport Business Plan 2018/2019]

| Asset Listing by Budget Function | | | | | | | |
|---|----------|-----------|--|---------------|-----------------------|------------------------------------|----------------------------|
| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
| Transport and Communication Total | | | | | | 0.00 | 0.00 |
| Plant & Equipment - Fleet Services Total | | | | | | 0.00 | 0.00 |
| Buildings - Specialised | | | | | | | |
| Transport and Communication | | | | | | | |
| Transport and Communication | | 40014 | Airport Storage & Garage Buildings (16 & 17) | | 0 | 171,000.00 | 21,620.73 |
| Transport and Communication | | 40019 | Stores / Workshop - Airport Compound | | 0 | 0.00 | 0.00 |
| Transport and Communication | | 40041 | Ex-Fire Services Building | | 0 | 0.00 | 0.00 |
| Transport and Communication | | 03615 | Assessor Block General Aviation Area - Dubbo City | 30/06/2014 | 22 | 46,528.74 | 44,320.31 |
| Transport and Communication Total | | | | | | 322,528.74 | 68,920.94 |
| Buildings - Specialised Total | | | | | | 322,528.74 | 68,920.94 |
| Buildings - Non Specialised | | | | | | | |
| Transport and Communication | | | | | | | |
| Transport and Communication | | 40016 | Dubbo City Airport - Substructure | | 149 | 1,324,150.00 | 332,473.50 |
| Transport and Communication | | 40017 | Dubbo City Airport - Superstructure | 30/06/2013 | 149 | 1,932,000.00 | 1,090,824.31 |
| Transport and Communication | | 40018 | Dubbo City Airport - Fenders | 30/06/2009 | 3 | 439,300.00 | 48,833.34 |
| Transport and Communication | | 40019 | Dubbo City Airport - Fencing | 30/06/2013 | 3 | 122,800.00 | 12,320.91 |
| Transport and Communication | | 40040 | Dubbo City Airport - Services | 10/01/2014 | 35 | 2,084,579.00 | 878,690.29 |
| Transport and Communication | | 39253 | Dubbo City Airport - Gate Panels | 30/06/2011 | 3 | 0.00 | 0.00 |
| Transport and Communication | | 03053 | Dubbo City Airport - Road | | 36 | 208,250.00 | 87,244.78 |
| Transport and Communication | | 02440 | Residence - Loc 501 DP 516002 - 63L Bungeycombe R. | 10/10/2013 | 17 | 200,092.76 | 164,339.43 |
| Transport and Communication | | 03646 | Departure Area Extension 2014 - Dubbo City Region | 30/06/2014 | 37 | 1,728,159.26 | 1,636,912.30 |
| Transport and Communication Total | | | | | | 8,043,871.02 | 4,641,588.94 |
| Buildings - Non Specialised Total | | | | | | 8,043,871.02 | 4,641,588.94 |
| Other Infrastructure - Airport Runways | | | | | | | |
| Transport and Communication | | | | | | | |
| Transport and Communication | | 43019 | Runway 05/25 | 30/06/2013 | 42 | 15,335,594.90 | 6,385,330.64 |
| Transport and Communication | | 43020 | Runway 06/23 Blast Area | | 42 | 672,000.00 | 325,050.52 |
| Transport and Communication | | 43023 | Runway 11/29 | | 32 | 3,457,050.00 | 1,436,640.51 |
| Transport and Communication | | 43013 | Taxiway - Alpha | | 42 | 433,000.00 | 233,154.33 |

Dubbo City Regional Airport Business Plan 2018/2019

Asset Listing by Budget Function

| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
|---|----------|-----------|--|---------------|-----------------------|------------------------------------|----------------------------|
| Transport and Communication | | 43023 | Taxiway - Base | | 30 | 511,500.00 | 289,925.69 |
| Transport and Communication | | 43024 | Taxiway - Charlie | | 30 | 233,000.00 | 118,582.86 |
| Transport and Communication | | 43025 | Taxiway - Delta Base - 10/29 | | 30 | 514,500.00 | 310,627.08 |
| Transport and Communication | | 43026 | Taxiway - Delta 10/29 - 23 | | 30 | 377,000.00 | 270,707.40 |
| Transport and Communication | | 43027 | Taxiway - Echo | | 30 | 436,000.00 | 279,026.55 |
| Transport and Communication | | 43028 | North RPT Apron | | 30 | 1,511,500.00 | 887,458.15 |
| Transport and Communication | | 43029 | Central RPT Apron - Concrete Reinforced 500mm | | 72 | 903,500.00 | 550,449.62 |
| Transport and Communication | | 43030 | South RPT Apron | | 30 | 1,500,000.00 | 724,103.08 |
| Transport and Communication | | 43031 | GA Apron - Hangar Area | | 25 | 1,901,000.00 | 623,522.41 |
| Transport and Communication | | 29303 | Airport - Extension to GA Apron | 02/06/2011 | 61 | 63,378.73 | 59,160.41 |
| Transport and Communication | | 84531 | WIP - Extension Road GA Area - RFLS - 3000 - Stage | 01/31/2018 | 15 | 236,514.33 | 216,314.33 |
| Transport and Communication | | 84532 | WIP - Design Asphalt Overlay Runway 05/23 | 10/01/2017 | 15 | 361,689.77 | 361,689.77 |
| Transport and Communication | | 84547 | WIP - RFLS - Stage 4 - General Aviation Apron | 02/06/2017 | 15 | 11,736.00 | 11,736.00 |
| Transport and Communication Total | | | | | | 32,741,193.80 | 15,939,168.95 |
| Other Infrastructure - Airport Runways Total | | | | | | 32,741,193.80 | 15,939,168.95 |
| Dubbo City Regional Airport Total | | | | | | 49,668,150.00 | 26,961,342.97 |

[Dubbo City Regional Airport Business Plan 2018/2019]

Asset Listing by Budget Function

| Type | Sub-Type | Asset No. | Asset Description | Purchase Date | Remaining Useful Life | Asset Value (At Cost or Valuation) | Current Written Down Value |
|------|----------|-----------|-------------------|---------------|-----------------------|------------------------------------|----------------------------|
| | | | | | Grand Total | <u>49,668,430.96</u> | <u>26,963,542.87</u> |

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

REPORT: Bodangora Landing Area - Wellington

**AUTHOR: Director Economic Development and
Business**
REPORT DATE: 26 February 2018
TRIM REFERENCE: ID18/294

EXECUTIVE SUMMARY

The purpose of this report is to give a background into the Bodangora Landing Area located at Wellington.

The report provides an approximation of maintenance costs required in the near future, and the limited revenue that is currently being received.

Consideration needs to be given on the appropriate level of expenditure Council undertake to operating this facility at a level to minimise corporate exposure. Additional consideration needs to be given to the introduction of a landing fee or member fee to provide a level of cost recovery.

ORGANISATIONAL VALUES

Customer Focused: to engage with stakeholders to ascertain service level needs to collaboratively provide a facility that meets the needs of the entire local government area.

Integrity: to operate a facility that meets CASA guidelines for landing areas with acceptable service provision and cost efficiencies that meet best practise.

One Team: to work with the community that utilise the facility to maximise revenue streams to provide required infrastructure improvements.

FINANCIAL IMPLICATIONS

The level of service and restrictions on revenue outlined in the report will affect ongoing budgeting requirements for this facility.

Currently there has been a \$45K-48K maintenance budget allocated to Bodangora for the current four (4) year budget.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

**DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018****DRA18/2**

RECOMMENDATION

1. That the information in the report of the Director Economic Development and Business dated 26 February 2018 be noted.
2. That the Dubbo Regional Airports Committee consider the future operations and management options for Bodangora and provide a recommendation to Council accordingly.
3. That the Dubbo Regional Airports Committee consider the fee structures for Bodangora for inclusion in the 2018/2019 draft revenue policy.
4. That the Dubbo Regional Airports Committee consider future capital projects for Bodangora and it be recommended to Council that \$320,000 be considered for inclusion in the draft 4 year budget for this purpose.
5. That Bodangora user groups be consulted on proposed capital works and any proposed fees and charges included in the draft revenue policy.

Natasha Comber

Director Economic Development and Business

**DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018****DRA18/2****BACKGROUND**

Bodangora is an unlicensed and unregistered landing area that provides general aviation aerodrome services to the Wellington area, located 11kms north of Wellington at Lot 134 DP 750760 on 66.37 hectares of freehold land. Access to the site is via a portion of crown reserve Lot 7011 DP 1075964.



Usage of the landing area is subject to Civil Aviation Authority No: 92-1(1) Guidelines for Aeroplane Landing Areas.

The facilities includes a main sealed runway 13/31 being 1,500metres with portable solar lighting and is recommended for aircraft with a Maximum Take Off Weight (MTOW) no greater than 5,700kg and a grass runway 05/23 being 900metres recommended for aircraft with a MTOW no greater no 2,000kg operating in the day only, a small apron area, Aero Club building, Rural Fire Service Tank and Fire Extinguisher Training Facility and five (5) licence agreements with private general aviation operators.

Identified users include:

- Recreation flyers
- Wellington Aero Club

**DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018****DRA18/2**

- Correctional Services
- Angel Flight
- Dubbo City Car Club
- RFS / SES for Training

Weekly runway inspections are undertaken via an agreed brief arrangement between the Dubbo City Regional Airport and Infrastructure and Operations Division. Being unregistered, Bodangora does not require an Aerodrome Reporting Officer.

The current budget allocated to Bodangora covers limited annual maintenance being weekly serviceability checks and mowing and slashing of the site.

REPORT

In consideration of the expense, income and operational risk with Bodangora the following information is provided.

1. Capital investment at Bodangora

In May 2005 the former Wellington Council undertook a Runway Extension and Widening project which was part funded by the New South Wales Department of Corrective Services to the amount of \$125,500 the remaining amount of \$176,486 was funded by Wellington Council.

In August 2017, Council engaged Airport Plus to undertake a technical inspection of the Runway 13/31, Apron and Taxiway. It was reported that Bodangora complies with the requirements of the Civil Aviation Guidelines and recommended the following maintenance;

1. Crack sealing of the central asphalt section to prevent water ingress (approximately \$15,000)
2. Repaint the runway 13/31 markings (approximately \$5,000)
3. Reseal the southeast end of the runway within approximately 2 years (approximately \$200,000)
4. Reseal the taxiway and apron within approximately 2 years (\$100,000).

2. Current operations and corporate risk

The freehold area of land is fenced by a stock proof fence, entrance is via a stock grid with a farm gate that is padlocked providing access to the apron and runway. The existing licensees have a master key as do emergency services, and a set is located at the Dubbo City Regional Airport as well as the Wellington Administration Building.

The landing area is not under supervision and inspections are only undertaken once a week which meets the CASA guidelines for landing areas. Whilst steps have been made in the past 12 months to tighten processes on key access and improve reporting and communications with user groups, with no visibility on site there is a level of risk that Council is exposed to. This includes risk of not knowing who is operating on the site, unreported accidents, communication break downs, user groups, i.e. car racing and aircraft – if either are not

DUBBO REGIONAL AIRPORTS WORKING PARTY
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following process. This risk is in addition to landing not being known and therefore any applicable fees are not being charged.

A quotation has been sought to install CCTV cameras to the site at a cost of \$20,000 - \$30,000 which will provide footage of individuals on the site and the occurrence of any incidents.

A quotation has also been sought from Avdata for the installation of Avdata Broadcast Recorder (ABR) which will capture transcribed pilot radio broadcast and charge accordingly for the landing of aircraft. This set up cost is approximately \$4,000 with annual ongoing costs for recording and billing approximately \$1,000 per year depending on usage. A trial of this system can be undertaken at a cost of \$500 per month.

3. Operational Expense and Income from facility

Operational Expense to Council for this facility is \$45,554 to \$48,980 in the next 4 year budget.

Current fees and charges include: \$500.00 for exclusive use of facility per day (flight related), \$300.00 for exclusive use per day (excluding runway), exclusive use of the facility using runways per day (drag related) \$1,133.00.

Revenue relating to Bodangora is largely from hiring the facility to the Dubbo City Car Club for drag racing and the occasional driver training session and is approximately \$6,000 per year. The Dubbo City Car Club has indicated their operations are outgrowing the Bodangora facility.

In February 2017 Council agreed to 5 year licence agreement with 5 year options for the five hangar leases which provide income of \$100 each per annum.

The license agreement with Flamestop (being a fire extinguishing training area) has an annual fee of \$6,061.00 and expires in April 2018.

Initial attempts post amalgamation to introduce landing fees for users at Bodangora underestimated the required level of consultation required due to these user groups not being charged historically. A number of submissions from the public display of the revenue policy and the lack of detail on future required works required, resulted in the proposed landing fees being removed.

Items that need to be considered for the future operations and management of Bodangora include:

- ongoing maintenance required and associated costs to Council
- the need to increase revenue to increase cost recovery to offset such maintenance
- landing fee or membership structure relevant to a facility where Council is not on site
- future capital projects and funding
- options to improve diligence to reduce the operational and corporate risk to Council
- analysis of the community and individual benefit of Council operating this asset or if a transfer of operation ownership could be a better option.

**DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018****DRA18/2**

SUMMARY

There is major infrastructure maintenance that will be required to be invested into the Bodangora Landing Area in the next 4 year budget.

The utilisation of the landing area is not being cost recovered through landing fees and is somewhat unknown. The Wellington Aeroclub and its members who have licence agreements for hangars provide minimal revenue and are the majority users and beneficiaries.

Consideration needs to be given on the appropriate level of expenditure Council should undertake to continue operating this facility at a level to minimise corporate exposure. Additional consideration needs to be given to the introduction of a landing fee or member fee to use groups to provide some level of cost recovery.

Users of the facility should be consulted in relation to any proposed landing or membership fees. Council needs to gain a greater understanding of user groups expectations and seek key user group input on the anticipated capital works program and how funding for such works could be acquired.



**DUBBO REGIONAL
COUNCIL**

REPORT: Dubbo City Regional Airport Major Projects Update

AUTHOR: Manager Airport Operations
REPORT DATE: 23 March 2018
TRIM REFERENCE: ID18/545

EXECUTIVE SUMMARY

Dubbo City Regional Airport is currently undertaking a number of major capital works projects as a result of significant grant funding received from Infrastructure NSW and National Stronger Regions in addition a partnership with NSW Rural Fire Services (RFS), State Emergency Services (SES) and Volunteer Rescue Association (VRA).

The purpose of this report is to provide an update on the capital works projects currently underway which include:

1. Runway Strengthening and Lighting Upgrade / Hire Car Park Investigations
2. General Aviation and Aeromedical Facility Upgrade
3. NSW Rural Fire Service Training Facility of Excellence
4. SES and VRA Headquarters Relocation.

ORGANISATIONAL VALUES

Customer Focused: Remaining focused on providing essential services to all Airport stakeholders so they are able to maintain service delivery along with service delivery of Regular Passenger Transport Services to destinations direct from Dubbo.

Integrity: Delivering a safe and compliant Airport that meets CASA regulations.

One Team: Working together with a number of key agencies including State and Federal Government Funding bodies to provide infrastructure improvements to benefit the Airlines, the Dubbo and regional communities, travelling passengers, private industry, Royal Flying Doctor Services and NSW Rural Fire Services.

FINANCIAL IMPLICATIONS

State and Federal Grant Funding to Airport capital upgrade projects totals \$14,145,421. Council's Co-contribution totals \$4,001,348 for the Runway, Lighting, General Aviation and Aeromedical Facility Upgrades. The cost estimate for the NSW Rural Fire Service Training Centre for Excellence is \$24,000,000. This project is being delivered with no cost to Council.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

**DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018**

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RECOMMENDATION

That the information contained within the report of Airport Operations Manager dated 23 March 2018 be noted.

Jacki Parish
Manager Airport Operations

**DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018****DRA18/3****BACKGROUND**

Dubbo is the key regional hub for central and western New South Wales. Dubbo City Regional Airport is a significant economic, social and services gateway for the state. Passenger numbers through Dubbo have recorded an average annual growth rate of 6.37% over the last four (4) years. 2017/2018 year to date passenger numbers are 139,074 which is decrease of 6.48% on the same period last year.

In the past larger aircraft operating at Dubbo City Regional Airport operated under a pavement concession and this has triggered the need for Runway Strengthening of the main RPT Runway 05/23. As a result, the Runway Strengthening project requires the need for the Lighting upgrade, ensuring CASA compliance is maintained.

The current General Aviation Area at Dubbo City Regional Airport is fully developed, often restricting economic opportunities that are leveraged from the growth in traffic through the Airport. This has presented challenges in the Airport's ability to attract businesses to Dubbo due to the lack of available space for General Aviation aircraft and associated hangar reserves.

A further essential element at the Airport development is the construction of an Aeromedical Patient Transfer Building at the Royal Flying Doctor (RFDS) Precinct in the General Aviation area of the Airport. Currently, patient transfers occur in the open air, subjecting critically ill patients to all weather extremes. The RFDS is integral in providing emergency retrieval services for remote parts of Western NSW and transporting critically ill patients to medical facilities in Dubbo and metropolitan areas. The Royal Flying Doctors Service also provides regular fly-in, fly-out GP, Nursing, Dentistry and Allied Health Clinics to rural and remote communities.

The NSW Rural Fire Services investment in a state of the art training facility at Dubbo Airport will ensure volunteers and staff have access to a dedicated training facility to build their skills to respond to emergencies across the state. Centrally located, the facility will provide RFS volunteers, staff and other front line emergency services personnel access to professional training at an affordable level in a location that minimises travel and accommodation expenses. Once completed the intention of the RFS Training Facility management is to invite all other western area emergency personnel to utilise facilities that would otherwise not be easily accessible to first respondents located in regional NSW.

In August 2017 the Member for Dubbo announced \$1.55m funding for the construction of a new headquarters for the Dubbo Local SES Unit with \$750,000 in funding also allocated to the Dubbo Rescue Squad to assist it with its accommodation needs into the future. Through a process of consultation with the Dubbo Rescue Squad and the Local SES it has been agreed to establish a joint facility at the site originally proposed for the SES HQ at the Emergency Services Precinct at Dubbo City Regional Airport.

DUBBO REGIONAL AIRPORTS WORKING PARTY
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REPORT

Key areas of the Airport Precinct can be seen in the image below. This report addresses runway overlay works and lighting upgrade.



Lighting Upgrade and Runway Overlay Works:

Dubbo Regional Council is nearing completion of the runway strengthening and lighting upgrade projects on the main RPT runway (05/23). The strengthening of the runway surface will cater for existing and future aircraft's operational needs and improve ageing infrastructure. Once completed the Airport will meet the aviation compliance requirements of CASA for runway lighting. Installation of new runway edge lighting along with new Precision Approach Path Indicator (PAPI) has been completed and the aging T-VASIS lighting system have been decommissioned.

Project Timelines:

The overall project duration is September 2017 to June 2018. The runway lighting installation timeframe was September 2017 to end of March 2018. The Lighting Upgrade has achieved practical completion, the runway strengthening works are largely complete with fuel membrane, line marking and remedial works to be completed from 10 April to 15 April 2018.

- Phase 1. Asphalt overlay is completed.
- Phase 2. Friction Test results indicated that the Runway Grooving (a pre-planned 5 week aerodrome night closure) is no longer a necessity. Hence, the night closure timeframe has been significantly reduced to an estimated duration of less than a week with an associated estimated savings of \$339K.

**DUBBO REGIONAL AIRPORTS WORKING PARTY
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The RFDS will relocate its operations to Narromine Aerodrome during the Phase 2 stage (fuel membrane, line marking and remedial works) with the Dubbo City Regional Airport being closed between the hours of 9pm to 5am daily from 10 April to 15 April 2018. This has been clearly communicated with all operators. Community consultation with the adjoining residents has also been undertaken.

As a direct result of the savings identified in the Runway overlay and Lighting Upgrade project, a business case has been submitted to Infrastructure NSW being the funding body requesting reallocation of these project savings to fund a hire car park. The outcome of this business case is pending. If this reallocation does not occur \$300,000 has been included in the draft 2018/2019 operational budget.

General Aviation and Aeromedical Upgrade

The current General Aviation Area at Dubbo City Regional Airport is fully developed, restricting economic opportunities that can be leveraged from the growth in traffic through the Airport. This project includes construction of 10 new hangars lots to be leased to private and business customers, additional taxiways, roads, drainage, stormwater, power, water and sewer form part of the project.

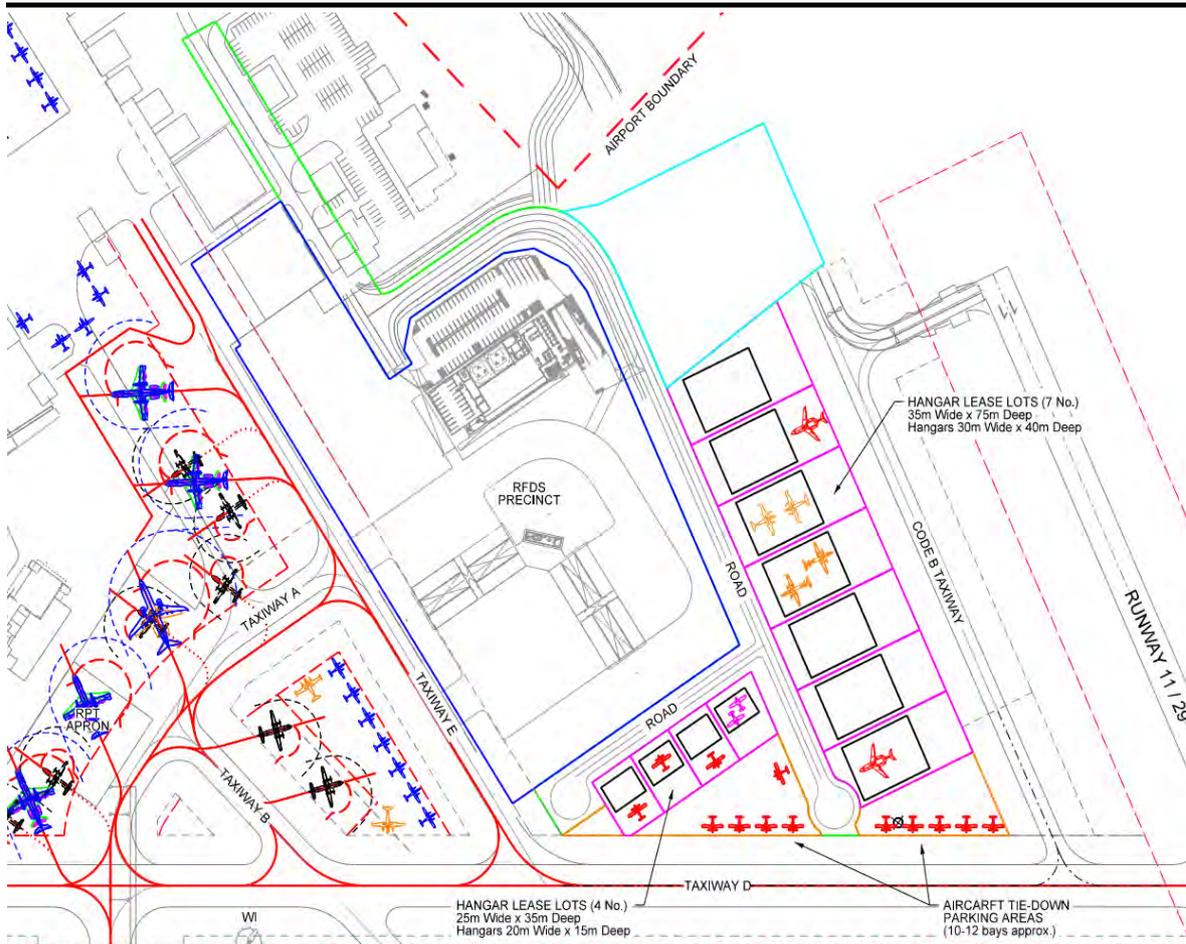
The Aeromedical Patient Transfer Building located within the Royal Flying Doctor Precinct in the General Aviation area of the Airport includes construction of four (4) Aeromedical Patient Transfer Buildings allowing for improved transfer to and from the Royal Flying Doctor Service aircraft. Currently, the transfer occurs in the open air, subjecting critically ill patient to all weather extremes.

Project Timelines:

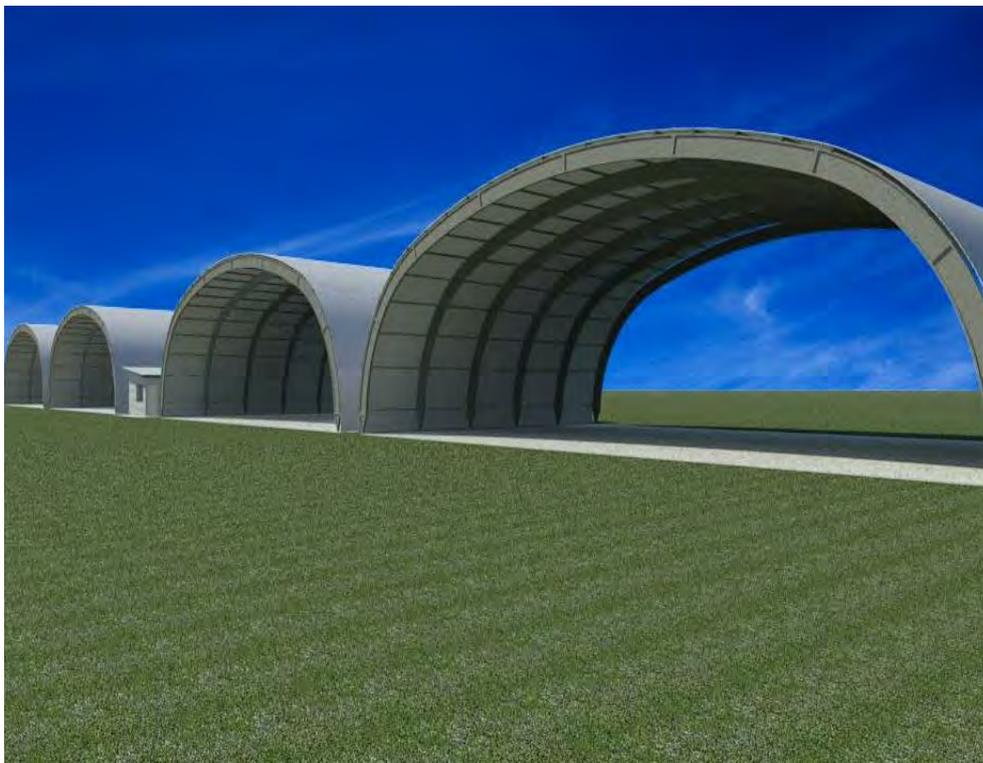
MAAS constructions have been awarded both tenders for the GA and Aeromedical projects and will commence site work in 9 April 2018 with a proposed completion date by 31 December 2018. Office of Transport Security Special Event Zone application has been approved, allowing both projects to be undertaken within a secured airside zone.

**DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018**

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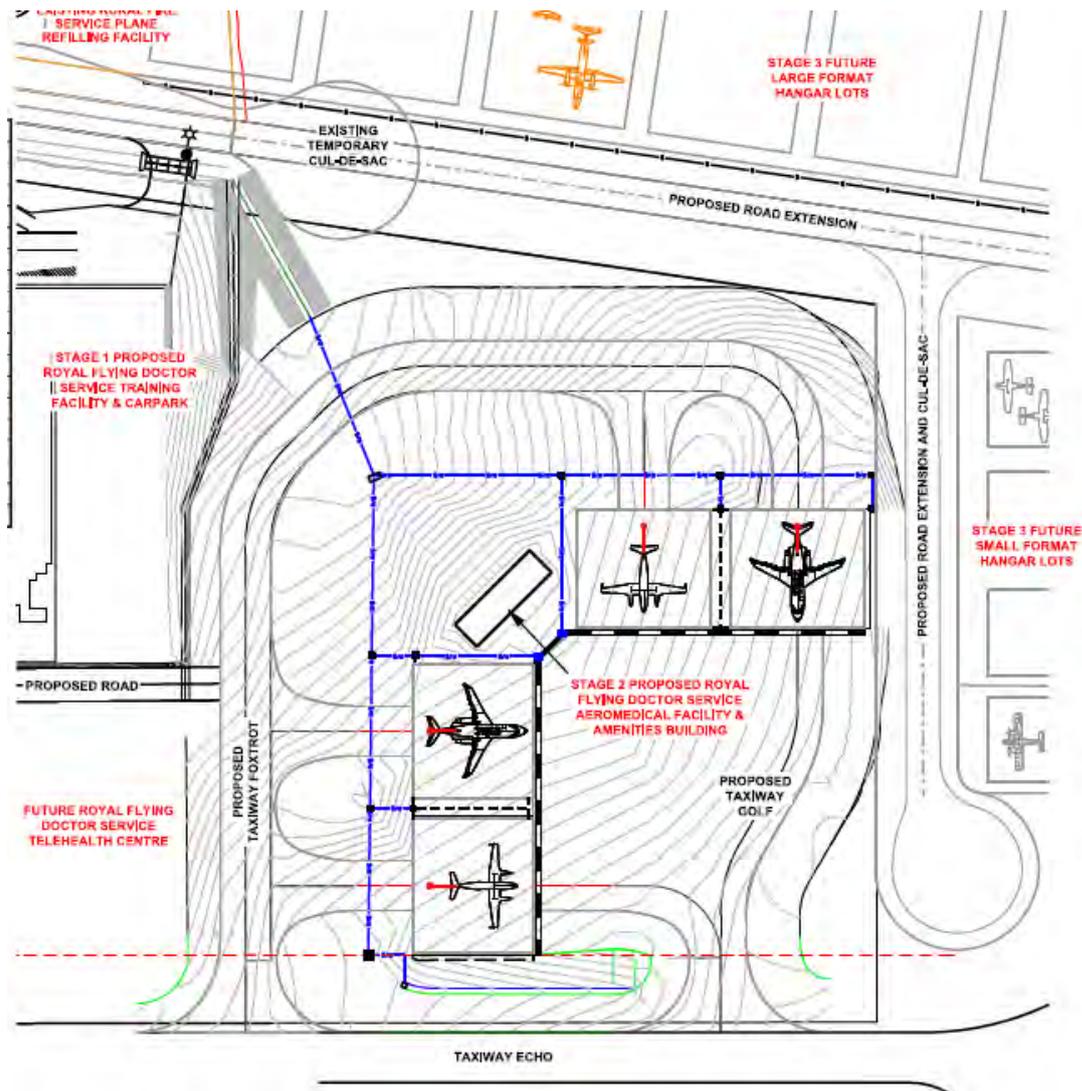
Airport GA Upgrade and Aeromedical Facility Plans



Aeromedical Facility Plans – Artist Impression

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3 APRIL 2018

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Aeromedical Facility Plans – Design

RFS Training Facility Development

The Dubbo City Regional Airport Master Plan identified opportunities for further development to support increased air traffic as well as land based developments such as the newly announced RFS Regional Training facility. The NSW Rural Fire Service (NSW RFS) has partnered with the Dubbo Regional Council to build a state of the art training facility for NSW RFS volunteers and staff in Dubbo.

Through a partnership between the NSW RFS and Dubbo Regional Council, the facility will be built at Dubbo Airport, and be established as a 'Centre for Excellence'.

The facility will provide a variety of environments for emergency service training, whether it be in a classroom or with practical outdoor scenarios.

**DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018****DRA18/3**

Project update:

- Final design plans are completed.
- DA for demolition Works is completed.
- Negotiations with a view to a clear site being available for the RFS Development involving tenants Beale Aviation, Country Car Hire and Viva Energy is completed.
- Relocation negotiations with Dubbo Areoclub tenants is ongoing.
- Removal of the trees and underground structures is completed.
- Demolition of the buildings in the compound area is currently underway due for completion in by mid April.
- The footprint of the RFS project was extended with agreement for RFS to undertake related road upgrades.

It is anticipated that Construction on the facility is expected to commence mid 2018 and be completed by 2020.



Artists Impression of proposed RFS Training Facility

**DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018****DRA18/3**

RFS Training Facility Location

SES and VRA Headquarters Relocation Project

In August 2017 the State Member for Dubbo the Hon Troy Grant MP announced \$1.55m funding for the construction of a new headquarters for the Dubbo Local SES Unit with \$750,000 in funding also allocated to the Dubbo Rescue Squad to assist it with its accommodation needs into the future. Through a process of consultation with the Dubbo Rescue Squad and the Local SES it has been agreed to establish a joint facility at the site originally proposed for the SES HQ at the Emergency Services Precinct at Dubbo Airport.

Project Timelines:

- Plans are being prepared for the lodgement of a Development Application mid-April for this SES/VRA combined facility.
- A planned and fast tracked construction completion date of December 2018 is required in order to adhere to grant funding guidelines.

DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018

DRA18/3

SUBJECT SITE

PART THEREOF
LOT 152 DP 1235260



LOCALITY PLAN

NOT TO SCALE



Location of VRA/SES Headquarters and Proposed Site Layout

**DUBBO REGIONAL
COUNCIL**

REPORT: Dubbo City Regional Airport - User Satisfaction Survey

AUTHOR: Manager Airport Operations
REPORT DATE: 22 March 2018
TRIM REFERENCE: ID18/546

EXECUTIVE SUMMARY

Customers of the Airport are surveyed every two years to evaluate services being offered and to identify what services could be improved or introduced in the future.

The 2017 Terminal User Satisfaction Survey was undertaken from 24 October through to 27 November 2017 by Aurora Research on behalf of Council. This timing of the survey to commence after the school holiday period was chosen so as to not skew the results with seasonal student travel.

The primary purpose of this User Satisfaction Survey is to determine the level of satisfaction or dissatisfaction amongst users of the Dubbo City Airport Terminal, and to identify areas for improvement.

This report presents the results of the survey which are contained in **Appendix 1**.

ORGANISATIONAL VALUES

Customer Focused: Gaining direct feedback from customers who utilise the services provided by the Dubbo City Regional Airport.

Integrity: Ensuring customer feedback is gathered using impartiality via an external contractor.

One Team: Utilising skills and services across all stakeholders of the Dubbo City Regional Airport and ensuring a united, high quality and engaged team environment is fostered and value is provided for the benefit of all airport customers.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

**DUBBO REGIONAL AIRPORTS WORKING PARTY
3 APRIL 2018****DRA18/4**

RECOMMENDATION

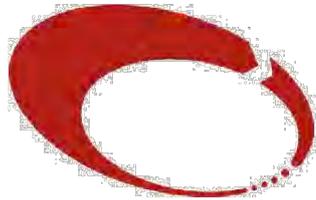
- 1. That the report by Aurora Research on the 2017 Terminal User Satisfaction survey be noted.**
- 2. That it be noted that the survey results have been used to inform the 2018/2019 Dubbo City Regional Airport Business Plan and will be used for the future review of the Airport Master Plan.**
- 3. That information contained within the report be available for the engagement of airport stakeholders to review, introduce or improve current operations as approved by the Airport Operations Manager.**

Jacki Parish

Manager Airport Operations

Appendices:

- 1** [!\[\]\(51acf71dd1ce38442a4a9e614a6367fd_img.jpg\)](#) Dubbo Airport Terminal - User Satisfaction Survey - November 2017 - Aurora Research and Development



**DUBBO CITY
REGIONAL
AIRPORT**

**DUBBO AIRPORT TERMINAL
USER SATISFACTION SURVEY NOV 2017**



Aurora Research & Development
ABN 52 159 366 775

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

Disclaimer

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DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

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A. Introduction

This document contains the Report on the Dubbo Airport Terminal User Satisfaction Survey 2017 undertaken from October 24th October through to November 27th November 2017 by Aurora Research for Ms Jacki Parish, Airport Operations Manager, Dubbo Regional Council.

Dubbo Regional Council is committed to ensuring that the views and perceptions of the community and its stakeholders are fully understood and integrated into the planning process. To this end, Dubbo Regional Council has endorsed the use of satisfaction surveys to assess attitudes towards the current provision of services and facilities and identify future needs.

The primary purpose of this User Satisfaction Survey is to determine the level of satisfaction amongst users of the Dubbo City Regional Airport Terminal.

The Survey also aims to determine reasons for dissatisfaction and obtain data with regard to aspects of services that could be improved.

1. About the Airport

Dubbo City Regional Airport is located five kilometres north west of Dubbo on the Mitchell Highway (Narromine Road).

Serviced by Regional Express, QantasLink, Fly Pelican and Jetgo, the Airport provides regular passenger transport (RPT) services between Dubbo, Sydney, Canberra, Melbourne, Brisbane, Cobar and Broken Hill with onward connections available at Metropolitan Airports.

Dubbo is one of the leading regional airports in Australia, with four major airlines providing around 200 flights per week to and from Dubbo, Sydney, Brisbane, Melbourne, Canberra, Newcastle, Cobar and Broken Hill, which service more than 200,000* passengers per year. Additional services operate out of the airport such as charter flights, general aviation flight training, air freight operations and the Royal Flying Doctor Service.

The Airport is operated and maintained by Dubbo Regional Council in conjunction with the Regular Public Transport (RPT) airlines under regulations set by Air Services Australia and the Civil Aviation Safety Authority.

For passenger convenience there are baggage carts, family care and baby change rooms, ground transportation, bar and café, vending machines, large screen TVs, free WIFI and ATM.

The Airport is managed by Council's Airport Operations Manager, Jacki Parish.

* passenger numbers:

- 217,518 passengers passed through the Airport in 2016/2017 - a 7% growth over the past 12 months.
- 203,294 passengers passed through the Airport in 2015/2016
- 186,206 passengers passed through the Airport in 2013/2014

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2. Research Design

The interviews were conducted by Aurora-trained interviewers under the guidelines of the Australian Market and Social Research Society to which John Larkin and Lyn Penson are members.

Interviewers selected travellers in a systematic manner to ensure that the sample was representative. Surveys were conducted for each day of the week and at all times of the day.

The total sample size was 300 with a split of 48% travelling away and 52% returning home.

B. Key Findings/Interview Insights

1 Flying home or travelling away

52% of respondent passengers were returning home in 2017 compared to 46% in 2014, and 42% in the 2012 survey.

48% of terminal users surveyed were travelling away.

2 Final Destination

The majority of respondents stated Sydney as their final destination for the day (56%). Melbourne was the next most popular destination with 14% of respondents travelling there, and 8% flying on to Brisbane.

Some respondents, leaving Dubbo on the morning flight were returning on the late afternoon or evening flights, hence 1% having Dubbo as their final destination today.

3 Frequency

While 300 interviews were conducted, the actual representation of annual trips is 2,290 (with some passengers confirming that they take as many as 100+ flights a year).

The average number of trips each respondent had taken was 7.6, while the most common number was 1, with 28% of respondents stating that they flew once per year.

28% (85 respondents) said they travelled out of Dubbo by plane once per year.

72% (215 respondents) travelled more than once a year and had an average flight frequency of 21 times per year.

There was a high rate of 1st time and once a year flyers captured in this survey.

In 2017 – 85 took just one flight per year & 215 took an average of 21 flights per year

In 2014 – 267 took average of 14 flights per year

4 Local to Dubbo or travel from elsewhere (Journey Commencement)

61% of respondents were commencing their journey from Dubbo, (1% increase on 2014 result).

4% had travelled from Cobar, (1% decrease on 2014 result)..

2.6% from Nyngan, (2.4% decrease on 2014 result).

2.6% from Coonabarabran, (1.6% increase on 2014 result).

2.3% from Trangie, (0.3% increase on 2014 result).

2.3% from Gilgandra (1.3% increase on 2014 result).and

2.3% from Wellington, (1.3% increase on 2014 result)..

7% of respondents were travelling Sydney-Dubbo-Sydney on the same day (1% decrease on 2014 result).

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Respondents were asked if they were not from Dubbo, would they consider staying at the Airport if the Airport had an accommodation facility. 10% of respondents, that were not local to Dubbo, indicated that they would consider it, while 45% indicated they would not, and a further 45% did not answer the question as they came from Dubbo or close by.

5 Awareness of direct flights from Dubbo to 7 Destinations.

99% of survey respondents confirmed their awareness of direct flights to Sydney.
 73% of survey respondents confirmed their awareness of direct flights to Newcastle
 72% of survey respondents confirmed their awareness of direct flights to Melbourne
 64% of survey respondents confirmed their awareness of direct flights to Canberra
 63% of survey respondents confirmed their awareness of direct flights to Cobar
 70% of survey respondents confirmed their awareness of direct flights to Broken Hill
 71% of survey respondents confirmed their awareness of direct flights to Brisbane

Recommendation:

Apart from Sydney, other destinations still require further marketing and passenger education on direct destination flights available from Dubbo. Aurora acknowledges that since this Airport Survey has completed Dubbo Regional Airport has commenced further marketing initiatives: this result validates this investment.

5.1 Awareness Method

At 31%, Word of Mouth was the most popular way word spread about the destinations Dubbo flies directly with. Based on the travel experience, 28% respondents noted they were aware due to frequent travel or flights taken.

14% respondents noted seeing the destinations on the flight information screens, whilst 9.6% said they know as they were local to the area.

Media, Radio and internet online were the next most popular way of finding out about the flights available out of Dubbo.

Airport users are clearly part of the information chain for other potential passengers

6 Purpose of Flights

Over 50% of survey respondents travel for Business, 24% to Visit Friends and Relatives and 17% for Tourism and Leisure. 4% flew to attend Appointments (medical/legal etc.).

The most frequent Business travel occurs on Mondays, Wednesdays & Thursdays.

The most frequent VFR travel occurs on Saturdays, Tuesdays, Sundays and Fridays

Those travelling to attend Appointments tend to do so Sunday or Thursdays.

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Business Sector – respondents travelling on Business were asked what Business Sector they were in. (see figure C6.4 for more detail)

- 25% Government Services
- 15.9% Mining and Resources
- 15.2% Medical
- 8.5% Building & Construction
- 4.9% Agriculture and
- 4.9% Finance

Travel by the business sector has decreased by 6% when compared to the 2014 result (53.7% from 60.4%). There is a downward trend of passengers taking flights for business. This could be due to technology advancement or other logistic/resource reasons.

Dubbo is increasing as a destination for the Visiting Friends and Relatives and Leisure and Tourism markets.

7 Airline Choice

- 49% of Survey Respondents were travelling on Qantaslink
- 35% Regional Express
- 12% Jetgo
- 4% Fly Pelican

8 Reason for choosing Airline

32.3% Timetable showed up as the main reason for choosing an airline.
27% Price was the also a prominent reason, followed by Flight/Seat availability, Frequent Flyer membership and Employers Choice.

Passenger consideration set is dominated by the timetable,- the convenience of arriving at their destination at a time that works for them, and then secondary to that is price.

Jetgo timetable and frequent cancellation of flights is seen as negative as it affects consumer confidence. (see last page of report)

9 Terminal Appearance

56% of respondents rated the terminal as Excellent, 40% rated it as Very Good and 4% as Good.

The Excellent rating improved by 3% on the 2014 result, with 56% of respondents rating the Terminal Appearance as Excellent in 2017 compared to 51% in 2014.

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10 Check In Service

70% of survey respondents gave the Check In an Excellent rating, while 27% rated it at Very Good. Just 1% rated it as Poor. 20 out of 300 respondents checked in online therefore they did not experience the Check In Service at the Airport terminal.

11 Security Screening

47% of respondents rated the Security Screening Service as Excellent, 34% as Very Good, 17% as Good and 2% Poor.

Many commented that the Security Screening was an accepted part of modern day travel, and that the personnel were professional and friendly. Some respondents however, saw it as annoying, over the top and invasive.

12 Flight Information Screens

85% of survey respondents confirmed that they noticed the Flight Information Screens.

When asked about the information supplied on the screens 23% gave them an Excellent ranking, while 28% said Very Good and 39% said they were Average/Good.

Recommendation

Some people wanted them to be bigger with more information displayed, but the main comment was around delays and the lag time with updates to keep them informed of what was happening. Many respondents noted that they find their phone more reliable for checking for updates. A review of the updating process should be undertaken so as to provide information in a timelier manner, which should assist in lifting the customer satisfaction for this area.

13 Café Use

51% of survey respondents indicated that they had visited the Café and 49% had not, which is a very similar result from the 2014 survey, where 52% had visited and 48% had not.

Respondents commented that they'd like more choice/more food options and they noted that the café no longer had magazines or papers. (There was one glossy magazine, but it was not the style the respondents were referring to). There was a mix of service levels over the period of the survey, with some staff members receiving praise for their efforts from the respondents.

A modern regional airport like Dubbo needs to have a good café offer and the results of the survey and the verbatim comments shows-up some inconsistent service delivery. Services offered by the café need to be consistent in line with consumer expectations.

14 Booking Method

42.7% of respondents directly booked their travel on the carriers website.

37.8% used Corporate Travel, or someone at work had booked the travel on their behalf.

12.3% used a 3rd party website such as Webjet (5.6%) Flight Centre (5%), Iwantthatflight (.6%), Skyscanner (.6%) or Lastminute(.5%).

15 Shuttle Bus

The idea of a shuttle bus was floated to gauge potential usage.

44.6% of survey respondents indicated that they would support a Shuttle – many reasons why were to save costs of taxi, and to not inconvenience friends or family.

40% wouldn't, saying they were out of town, it wasn't relevant to their circumstances, they use a hire car for convenience or they simply didn't need to.

The remaining 15.4% was undecided on the matter.

Recommendation

Given the responses, some further research should be undertaken to establish the viability, type of service and model for consideration.

16 Travel to the Airport Terminal

36% of survey respondents Drove themselves to the Airport, 35% were Dropped Off at the Airport, while 12% arrived by Taxi. 13% used Hire Cars. This shows an increase in respondents who have driven themselves to the airport, a rise from 14% in 2014 to 36% in 2017. Taxi's also dropped considerably, achieving 12% in 2017 and 31% in 2014.

17 Parking Areas

Only 32.5% of respondents (compared to 41% in 2014) had difficulty finding a parking spot. Many respondents commented that the Hire Car area needs to more clearly defined and suggested moving it from within the central part of the carpark to its own area. Another frequent comment, by those who used Hire Cars, was the implementation of a quick drop off point.

Recommendation

*Although there was a decrease this survey round, in airport users saying they had difficulty in finding a parking spot, still 32.5% of the survey respondents said it was difficult. **Expansion of the free parking area should be a consideration in the future, given the dramatic increase in the number of people driving to the airport. The Dubbo Airport Master Plan does identify that an additional 150 car parks may be constructed by 2025/26, but given the results of this survey, earlier construction may be required.***

18 Secure Parking

36% of respondents had used secure parking area, a minor drop from 41% in 2014. However with 64% having not used it, it would appear that many travellers are comfortable with the level of security in the general parking area and would prefer not to pay if given the option.

Secure Parking users rated it as 25.5% Excellent, 54.5% Very Good, 20% as Good.

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During the survey period, the general parking was at most times quite full, and there were comments that the secure parking looked full as well.

19 Changes to better satisfy Airport Terminal User Requirements

- 26% want more general (no cost) parking
- 25% of respondents offered compliments about the Airport – *“ it’s a good airport, good for a regional airport, one of the better airports, it has everything I need, it is comfortable and clean ”* etc
- 22% indicated that there was nothing needed to better satisfy their needs.
- 9% each would like to see Magazines and Books available for purchase;
would like more shops/retail experiences &
would like more food options available.
- 7% would like to see a Qantas Club within the Terminal
- 6% would like a covered walkway from the car park to the terminal
- 5% would like to be able to see planes/passengers arriving from the Arrivals Hall – eliminating the need to go through the screening process to view planes from the Departure Lounge
- 4.3% want more Destination options

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

Interview Insights & Recommendations

Viewing:

Survey respondents wanted to be able to see out to the tarmac from Arrivals as many people come to greet passengers as they arrive and are not keen on going through the security screening process when they are not taking a flight.

Respondents want an area where they can bring their kids and watch planes arrive and take off.

They also suggested an outside viewing area with seating as a needed addition to the airport facilities.

There are digital screens within Arrivals which show the tarmac area. While this provides Arrival hall users with a view of the area via screen, users still want to be able to see their family/friends/colleagues arrive/or see them off, without going through the security screening process.

Presently the Departure terminal is the only internal area that offers a view of landings and take offs.

Parking:

As the Parking area at the airport was extended a few years ago the capacity has certainly increased, (Approx 350 spaces) however, given the results of this survey, it can be noted that there is an increase in passengers driving themselves and parking their car at the terminal whilst they are away. This increase means the carpark has almost reached a new capacity and passengers/users feel that it is at risk of being full when they come out to take a flight.

Respondents are grateful and appreciative of the increased parking area and the ability to park at no cost, but they suggest that the hire car park area be moved elsewhere to free up the available space. From observation during the survey period, there continues to be a lot of overflow hire vehicles parked in areas other than the designated Hire Car area

Signage for the Hire Car area needs to be more prominent, as respondents note that they are often running short on time and have driven into the Hire Car space only to notice once parked that it was designated to Hire Cars. Several passengers in Hire Cars had the reverse comment, where there were no parks due to others parking in the assigned areas.

Respondents have suggested a short term parking area for those dropping and seeing people off, and an area where parents with prams can have a bit more space. Hire car users would like a quick drop facility at the terminal.

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Purchase Opportunity:

Respondents travelled for varied purposes and many respondents had additional time on their hands in the terminal due to flight delays and/or connection wait times. This may have prompted suggestions for more retail experiences at the terminal such as a place to buy books/magazines, more food outlets, variety food options and Dubbo based promotional and keepsake items.

Promotion Opportunity:

Many respondents were day trippers to Dubbo, and although the majority were arriving on Business, there is ample time opportunity whilst waiting for luggage on arrival or waiting in the Departure Lounge, to take in what Dubbo has to offer. Aurora is aware that DRA's marketing / promotion campaign for the airport is underway and will include new livery and imagery both internally and externally.

The airport check in area is often closed/not staffed and for passengers that do arrive early, well prior to check in opening, there is nothing to do but wait in the check in area. To alleviate this the airport needs a service board or ambassador meet and greet service to assist early arrivals and or passengers with orientation to airport facilities and with questions or queries related to their flights. **A meet and greet desk set up in Arrivals, or the check in area, should be considered.**

Also, the provision of luggage lockers, so early arrivals can go into the café without having to take their check in luggage through screening would be a worthwhile consideration.

To meet the needs of those requesting reading material, the free Dubbo papers could be available for airport users.

Volume/Demand Opportunity:

Survey respondents indicated that they'd like the destinations expanded to include Adelaide (4 respondents), Gold Coast (4 respondents), Coffs Harbour (2 respondents), South Coast (2 respondents) and Tamworth (2 respondents). There was no question asking survey respondents about other destinations,- respondents offered these destinations as they want to travel there more frequently and would do so if direct flights were available.

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What they liked

- the lounges
- the comfortable seating
- free parking
- the phone charging dock (note -respondents who had tried to use it commented that it wasn't working)
- computer access and wifi, with several benches/seating options
- the terminal in general
- the opportunity to provide feedback
- clean toilets/amenities

What they didn't like

- café closed at times / nothing available in arrivals
- car park finish – rough gravel pathways
- delays due to security checks
- empty ATM
- having to go through security
- no covered walkway for rainy days
- lack of external seating
- no shade/shelter in carpark
- no papers or magazines to read
- no windows in the arrivals area

What they want

- more destination options – flights to Adelaide, Coffs Harbour, Gold Coast, South Coast and Tamworth
- Qantas Lounge/Business Lounge
- windows/viewing area for Arrivals
- more free parking
- more parking in general
- hire car park moved elsewhere in precinct – quick drop off - more signage.
- more options or choice at the café
- more retail/shops, purchase opportunities
- more localised images in terminal
- covered walkways

C. Survey Results

1. Returning home or travelling away

The objective of the research brief was to capture data from a mix of Airport Terminal users. In line with the most recent Airport Survey conducted in 2014, the 2017 survey was conducted in the departure lounge, asking each respondent if they were returning home, thereby determining those who had recently experienced the arrivals hall. This elicited higher quality responses, with respondents being more relaxed and welcoming of the survey.

Question 1.: "Are you returning home?"

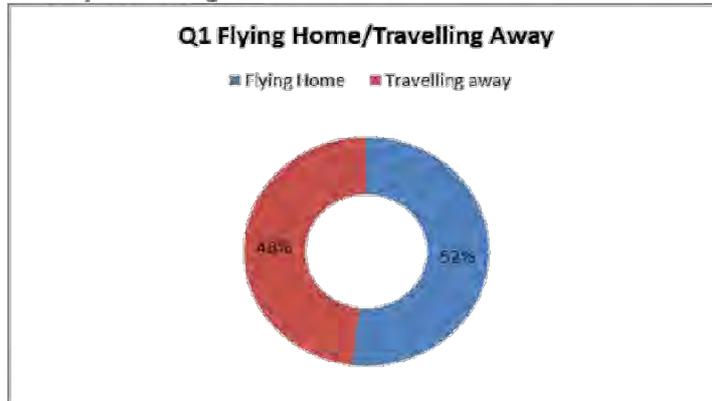


Figure C1.1

These results indicate a balanced sample of local and visiting airport users. "Travelling Away" means that the respondent is a Dubbo area local and "Returning Home" means they do not live in the Dubbo area.

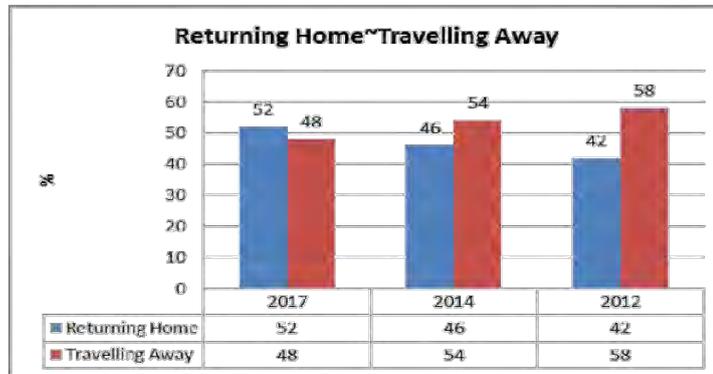


Figure C1.2

52% of respondent passengers were returning home in 2017 (a rise of 6%) compared to 46% in 2014 and 42% the 2012 survey.

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

2. Final Destination Today**Question 2. "What is your final destination today?"**

| Final Destinations | 2017% | 2014% | 2012 % |
|--------------------|-------|-------|--------|
| Sydney | 56 | 55 | 69 |
| Melbourne | 14 | 3 | 8 |
| Brisbane | 8 | 4 | 6 |
| Perth | 3 | 0 | 0 |
| Canberra | 3 | 0 | 3 |
| Broken Hill | 3 | 9 | 0 |
| Adelaide | 2 | 0 | |
| Newcastle | 2 | 0 | 0 |
| Townsville | 1 | 0 | |
| Central Coast | 1 | 7 | 0 |
| Gold Coast | 1 | 4 | 0 |
| Cobar | 1 | 0 | 0 |
| Dubbo | 1 | 6 | 0 |
| Other | 4 | 12 | 14 |

Figure C2

"Other" locations consisted of: Albury, Port Macquarie, South Coast-NSW, Townsville, Airlie Beach, Hamilton Island, Rockhampton Qld, Launceston, Hobart and Devonport Tas, and internationally to Thailand and Port Villa.

The majority of respondents, 56%, stated Sydney as their final destination for the day with 14% flying to Melbourne and 8% to Brisbane.

Some respondents, leaving Dubbo on the morning flight were returning on the late afternoon or evening flights, hence 1% having Dubbo as their final destination today.

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

3. Flights per year**Question 3: "Approximately how many times per year do you fly to this destination?"**

| Times Per Year to this Destination from Dubbo | 2017 | 2014 # | 2012 # |
|--|------|--------|--------|
| Total Trips for all passengers | 2290 | 3748 | 2730 |
| Average Number of trips (total number of trips divided by total number of respondents) | 7.6 | 12 | 9 |
| Mode Number of Trips (most common number of trips each year) | 1 | 4 | 1 |
| Sum of trips that were mode (sum of people who made one trip per year) | 85 | 57 | 83 |

Figure C3

While 300 interviews were conducted, the actual representation of annual trips departing from Dubbo is 2,290 (with some people making as many as 100+ flights a year). Many of the survey respondents have a much greater experience than the once-a-year travellers.

The average number of trips each respondent had taken was 7.6, while the mode was 1, with 85 (or 28%) of the 300 respondents only travelling once per year. Comparing this result with the 2014 result, where 4 flights was the average.

What was startling was the number of First Time passengers, amounting to 49 or 16% where about to take their first flight out of Dubbo City Regional Airport. In total 28% of respondents said they travelled out of Dubbo by plane once per year.

215 respondents, or 72%, travelled more than once a year. **The average number of trips per year that these airport users took was 21.** This indicates the survey collected data from a group who had significant experience in using the airport, many with well-formed opinions. For comparison the 2014 data showed that 267 respondents took an average of 14 trips per year.

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

4. Commenced in Dubbo or Elsewhere

Question 4: "Are you commencing your journey from Dubbo today, or have you travelled from elsewhere?"

| Commencing Journey from: | 2017 | 2014 % | 2012 % |
|--------------------------|------|--------|--------|
| Dubbo | 61 | 60 | 53 |
| Sydney | 7 | 8 | 9 |
| Cobar | 4 | 5 | 1 |
| Nyngan | 2.6 | 5 | 6 |
| Coonabarabran | 2.6 | 1 | 3 |
| Trangie | 2.3 | 2 | 1 |
| Gilgandra | 2.3 | 1 | 0 |
| Wellington | 2.3 | 1 | 0 |
| Bourke | 1.6 | 2 | 3 |
| Walgett | 1.3 | | |
| Narromine | >1 | 4 | 1 |
| Orange | 1 | 2 | 2 |
| Coonamble | 1 | 1 | 2 |
| Lightning Ridge | 1 | 1 | 2 |
| Mudgee | >1 | 1 | 0 |
| Parkes | >1 | 1 | 0 |
| Warren | 1 | 1 | 2 |
| Other | 9 | 4 | 19 |

Figure C4.1

"Other" locations consisted of: Brisbane, Baradine, Brewarrina, Mendooran, Newcastle, Peak Hill, Tottenham and Tullamore.

As would be expected, most travellers came from the local Dubbo area, with 61% commencing their journey from the city itself.

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4.1 Not a Dubbo resident

Question 4.1: “(If not from Dubbo) Would you consider staying at the airport if the airport had an accommodation facility?”



Figure C4.2

10% of respondent’s indicated that they would consider staying at the Airport if it had an accommodation facility, however many business travellers indicated that staying within the City suited their needs.

As Dubbo is a hub for regional NSW, many travellers travelling in from other areas to fly out of Dubbo, either stay overnight in Dubbo to catch an early flight or opt to take a flight later in the day, therefore may need to stay longer at their final destination. Many respondents not living in Dubbo would consider using an accommodation facility should it be a motel style accommodation that could also offer meals, another option of somewhere to eat and a good gym etc.

Of the 45%* of respondents indicating that they wouldn’t consider staying at the Airport many indicated that the Dubbo CBD offered more options and was convenient or they had friends and family close by and wouldn’t need to use it.

[* This question was answered by 55% of the total survey population or 166 respondents 134/45% did not answer].

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5. Which of the following destinations did you know Dubbo flies directly with?

| | Syd | New | Mel | Can | Cobar | BH | Bris |
|---------------|-----|-----|-----|-----|-------|-----|------|
| Number | 296 | 218 | 215 | 192 | 188 | 209 | 212 |
| % | 99% | 73% | 72% | 64% | 63% | 70% | 71% |

5.1 How did you hear about flights to these destinations?

| | |
|----------------------------|-----|
| Dubbo Visitor Guide | 2 |
| Facebook | 8 |
| Word of Mouth | 94 |
| Council | 3 |
| Radio | 26 |
| Other | 237 |

Other includes:

| | |
|---------------------|----|
| Flights taken | 85 |
| Screens | 42 |
| Local to area/know | 29 |
| Adverts/media/paper | 27 |
| Internet/online | 24 |
| Toilet Door | 14 |
| Work | 10 |
| News | 6 |

By far **Word of Mouth** was the most popular way word spread about the destinations Dubbo flies directly with. Based on the travel experience, 85 respondents noted they were aware due to frequent travel or flights taken.

42 respondents noted seeing the destinations on the flight information screens, whilst 29 said they know as they were local to the area.

Media, Radio and internet online were the next most popular way of finding out about the flights available out of Dubbo.

| How we know | Respondents | Percentage |
|----------------------------|-------------|------------|
| Word of Mouth | 94 | 31% |
| Flights taken | 85 | 28% |
| Screens | 42 | 14% |
| Local to area/know | 29 | 9.60% |
| Adverts/media/paper | 27 | 9% |
| Radio | 26 | 8.50% |
| Internet/online | 24 | 8% |
| Toilet Door | 14 | 4.60% |
| Work | 10 | 3.30% |
| Facebook | 8 | 2.60% |
| News | 6 | 2% |
| Council | 3 | 1% |
| Dubbo Visitor Guide | 2 | 0.60% |

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6. Reason for Flying

Question 6 : “Why are you flying today?”

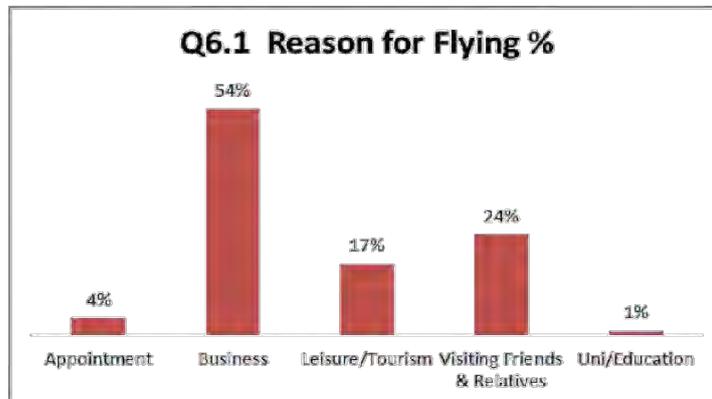


Figure C6.1

The Survey data shows that the majority of travellers, 54%, stated **business** as their reason for travel. In numerical figures that works out to be 1,596 of the 2,290 trips each year taken by those interviewed were for business. Interestingly, 10.6% or 32 of the respondents flying for business said it was their first flight to/from Dubbo.

As shown in Figure C6.2 below, business travel was high, with each week day (apart from Tuesday & Friday) having over 60% of respondents flying for business. Mondays, Wednesdays and Thursdays show the highest percentage of business travel.

There is a strong trend for travellers who are visiting friends and relatives to depart on a weekend or Tuesday. Several of the VFR respondents stated their reason as visiting to attend graduations and weddings.

| | Business | VFR | Tourism/Leisure | Appointment | Other |
|------------------------|--------------|--------------|-----------------|-------------|-----------|
| Mon | 67% | 20% | 13% | | |
| Tue | 34% | 33% | 33% | | |
| Wed | 82% | 12% | 4% | 2% | |
| Thu | 75% | 8% | 11% | 6% | |
| Fri | 46% | 29% | 21% | 3% | 1% |
| Average | 60.8% | 20.4% | 16.4% | 3.6% | 1% |
| Sat | 17% | 41% | 38% | | 4% |
| Sun | 32% | 30% | 21% | 9% | 2% |
| Weekend Average | 11.5% | 35.5% | 29.5% | 4.5% | 3% |

Figure C6.2

Figure C6.3 shows the comparison of 2017, 2014 and 2012 results on survey respondents travel reason/purpose.

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

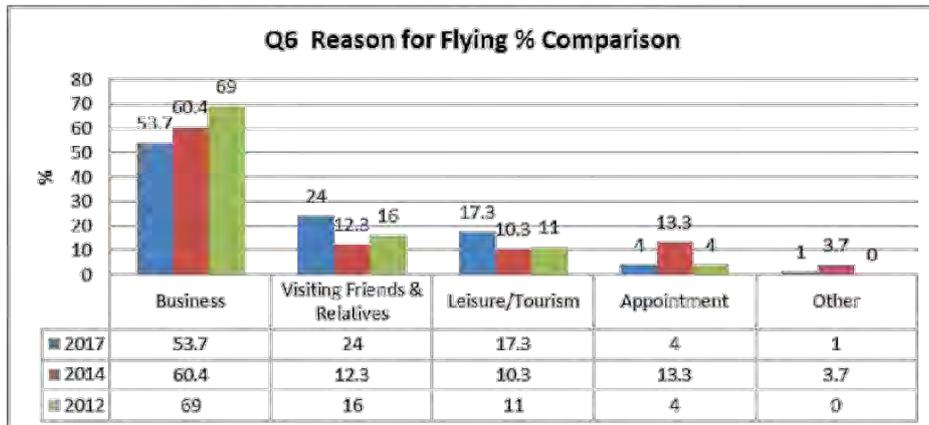


Figure C6.3

This chart shows a decrease, (6.7%), on the 2014 survey result for business travel, and an 11.7% increase in people travelling for VFR purposes, which is double the 2014 result. Tourism /Leisure also shows a good increase of 7% on the 2014 result.

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Question 6.1 : "If travelling for Business: which business sector are you in?"

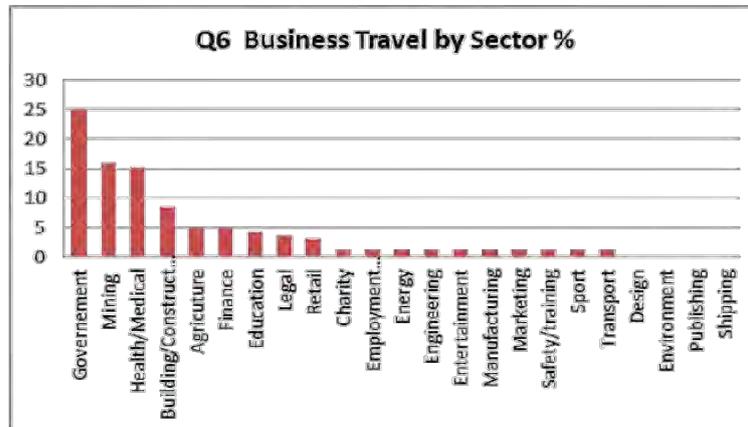


Figure C6.4

| Business Sector | 2017% | 2014% |
|-----------------------|-------|-------|
| Government | 25 | 23 |
| Mining | 15.9 | 16 |
| Health/Medical | 15.2 | 13 |
| Building/Construction | 8.5 | 6 |
| Agriculture | 4.9 | 6 |
| Finance | 4.9 | 2.6 |
| Education | 4.3 | 5.8 |
| Legal | 3.7 | 3.7 |
| Retail | 3 | 6.8 |
| Charity | 1.22 | 4.2 |
| Employment Services | 1.22 | 2.1 |
| Energy | 1.22 | |
| Engineering | 1.22 | |
| Entertainment | 1.22 | |
| Manufacturing | 1.22 | 1 |
| Marketing | 1.22 | 1 |
| Safety/training | 1.22 | |
| Sport | 1.22 | |
| Transport | 1.22 | 3.2 |
| Design | 0.06 | |
| Environment | 0.06 | |
| Publishing | 0.06 | |
| Shipping | 0.06 | |
| Automotive | 0 | 1.6 |

Figure C6.5

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25% of Business travellers were in Government Services, 15.9% from the Mining and Resources sector, and 15.2% from the Medical Sector. Agriculture rated at 4.9%, a drop from 6% achieved in 2014.

Sectors noted as Other included Building and Construction with 8.5% - a growth of 2.5% on the 2014 result; Finance with 4.9% - a growth of 2.3% on the 2014 result. Education at 4.3% dropped by 1.5% from the last survey round.

The remaining sectors, noted as Other can be seen in the above table.

7. Airline Choice

Question 7: "Which Airline are you flying with?"

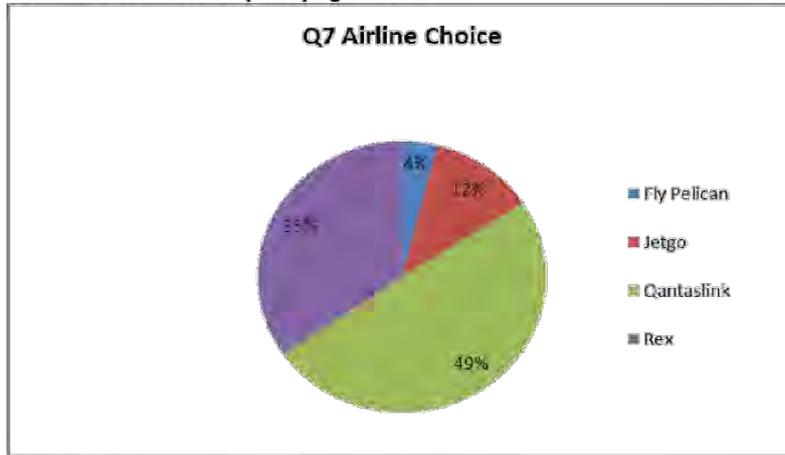


Figure C7.1

Figure C7.1 shows that 49% of travellers surveyed were flying with QantasLink on the flight they were about to take.

QantasLink was by far the most popular with 49%, followed by Rex with 35%, then Jetgo with 12%. Fly Pelican was flown by 4% of those surveyed.

The newer entrants in the regional market, Fly Pelican and Jetgo has resulted in a 10% decrease in survey participants flying from the 2014 result to QantasLink and 6% decrease in results for Rex. (If we compare just QantasLink and Rex the result/mix remains consistent with the 2014 and 2012 result for Airline Choice being 58% Q 42% R).

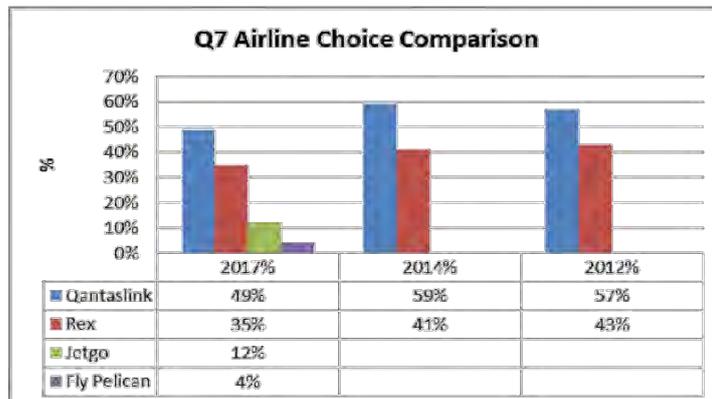


Figure C7.2L

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

8. Reason for Airline Choice

Question 8: "What was your main reason for choosing to fly with this Airline today?"

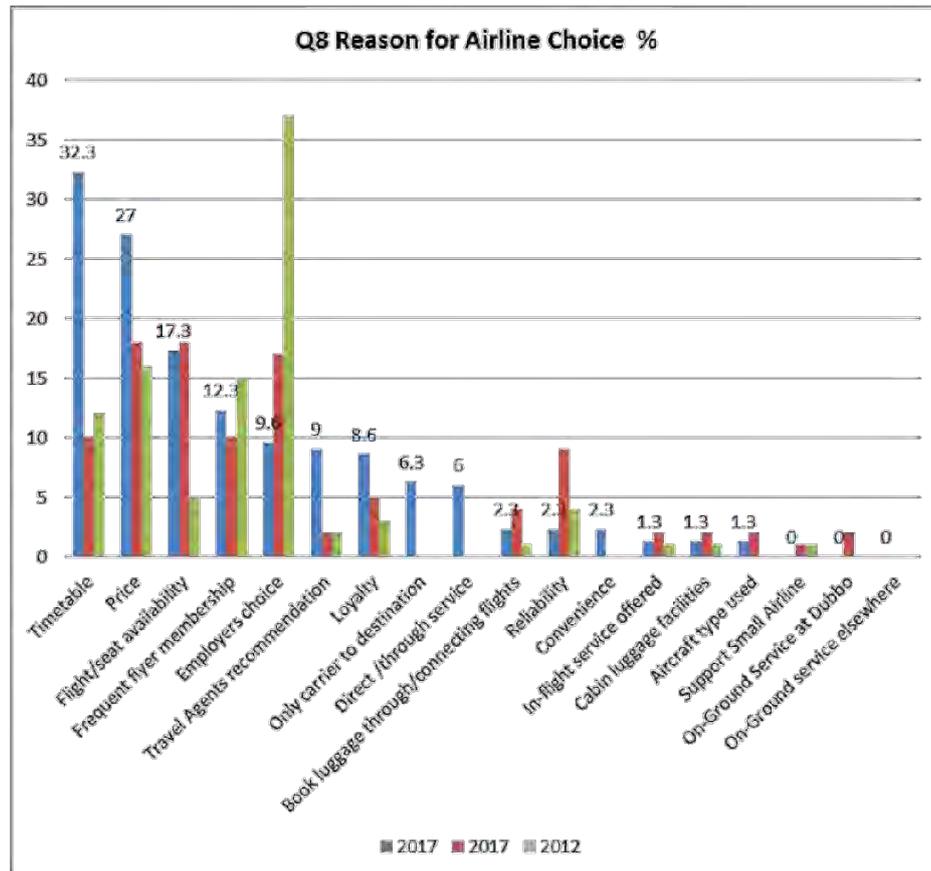


Figure C8.1

Figure C8.1 shows the breakup of responses when asked the main reason for choosing to fly with the airline. Timetable rating at 32.3% was by far was the main reason to fly with the specific airline. Price followed in popularity with 27% and Flight/Seat availability with 17.3%.

Many survey respondents wished to offer several reasons for the choice of airline, therefore the percentage is worked out from 300 respondents, and adds to more than 100% allowing for multiple answers. Many also noted flying to Dubbo on one Carrier and flying back on another, based on timetable or seat availability.

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When all the reasons are considered, the overall Reason for Flying with the chosen airline are as follows:

| Reason | 2017 % |
|---|--------|
| Timetable | 32.3 |
| Price | 27 |
| Flight/seat availability | 17.3 |
| Frequent flyer membership | 12.3 |
| Employers choice | 9.6 |
| Travel Agents recommendation | 9 |
| Loyalty | 8.6 |
| Only carrier to destination | 6.3 |
| Direct /through service | 6 |
| Book luggage through/connecting flights | 2.3 |
| Reliability | 2.3 |
| Convenience | 2.3 |
| In-flight service offered | 1.3 |
| Cabin luggage facilities | 1.3 |
| Aircraft type used | 1.3 |
| Support Small Airline | 0 |
| On-Ground Service at Dubbo | 0 |
| On-Ground service elsewhere | 0 |

Figure C8.2

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9. Terminal Appearance

Question 9: "How would you rate the appearance of the passenger terminal?"

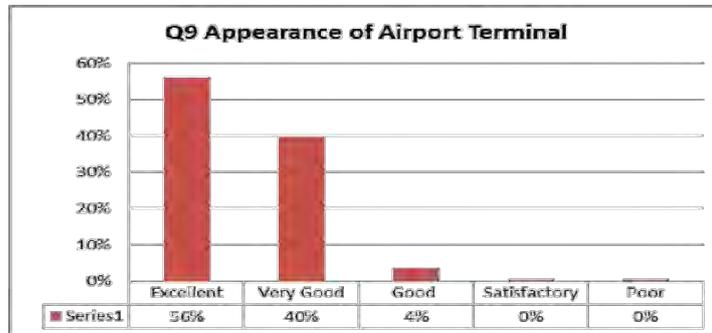


Figure C9.1

Figure C9.1 shows an overall high level of satisfaction with terminal appearance, with **96% of respondents answering Very Good or Excellent and a further 4% rating it as Good**. This result is very similar to the 2014 survey result. See comparison C9.2 below.

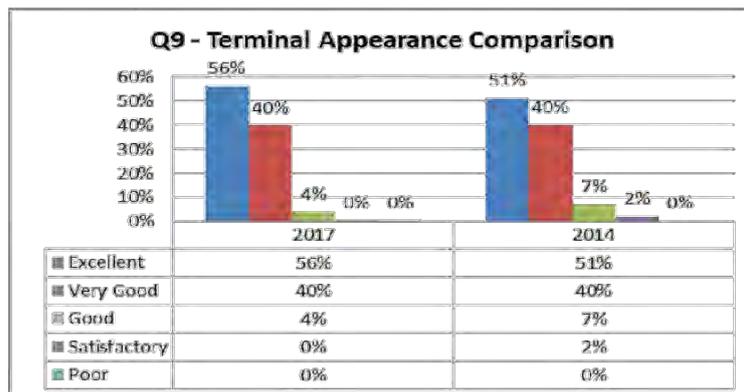


Figure C9.2

Typically those who answered with good did not necessarily have a problem with any area of the Airport – they felt it was adequate for its purpose.

During the survey period there were several instances of flight delays and some cancellations, which saw the terminal quite full at times. Some respondents said that the Terminal could be bigger, have more shops, be more reflective of Dubbo and its attractions and activities, and could do with a makeover as it looks very bland.

These comments are further detailed in this report at Question 20 – further comments or suggestions.

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10. Check In Service

Question 10: "When you checked in, how would you rate the service you received?"



Figure C10.1

Figure C10.1 illustrates the high level of customer service the check in staff provide. **97% of all those interviewed found the check in service was Excellent or Very Good**

There was an increase on Online Check-ins this survey with 20 respondents indicating that they checked in online, with a further 7 who were on a stopover on the Cobarr/BH/Sydney flights or vice versa, therefore 27 respondents did not provide an answer to this question.

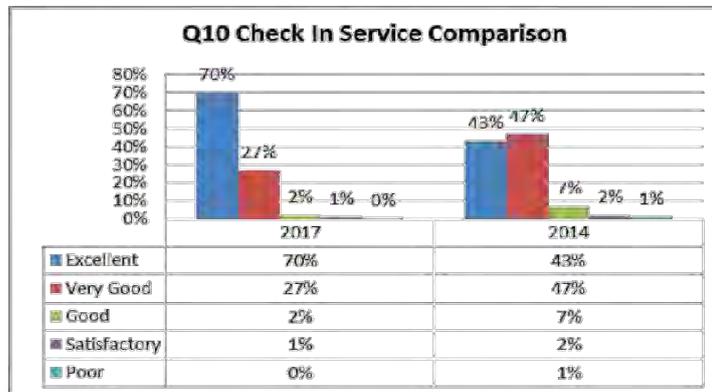


Figure C10.2

There is a big improvement in the Excellent rating for check in service, by 27%, compared to the 2014 survey.

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11. Security Screening Experience

Question 11 1: "How would you rate the Security Screening experience?"

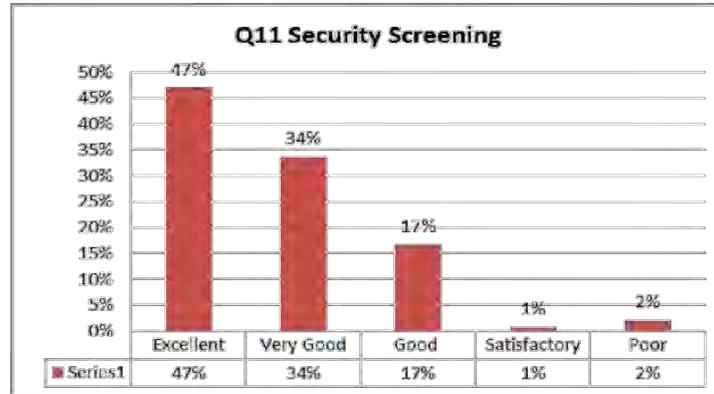


Chart C11.1

Chart C11.1 shows that 81% of respondents rated the service by the security screening team to be Excellent, or Very Good with a further 17% indicating the screening experience as Good. Just 3% rated it at Satisfactory or Poor. This is a positive result when compared to the previous survey round in 2014 as noted in Chart C11.2 below.

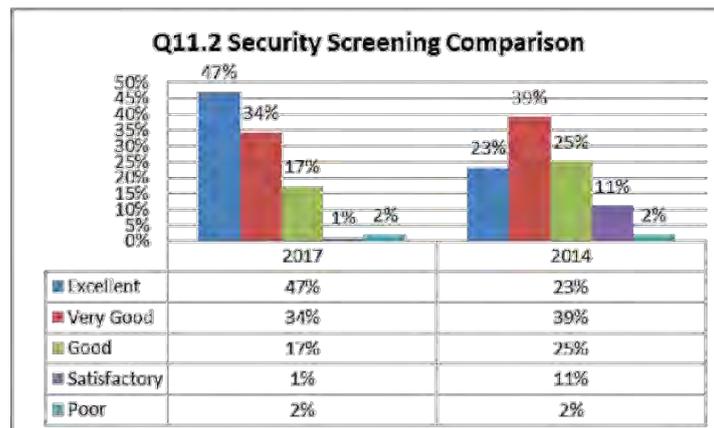


Chart C11.2

Most respondents acknowledged that the screening was part of the modern day travel experience. There were many occasions where a long line up of passengers occurred due to screening issues with a single passenger.

Additional comments from respondents were as follows:

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| Positive re Screening | Negative re Screening | Comments |
|---|---|--|
| Amazing, hilarious, great | Annoying, worse than any other sensors (take of shoes, belt, every time!) | Can be slow, ok today |
| Best in Australia | Awkward, felt rushed, and there was no queue | Depends on who is on |
| Better now than it used to be | Frustrating OTT x 8 | Good today, but usually worse than Sydney |
| Comprehensive | Long queue | Hold up due to search on wheelchair passenger, felt uncomfortable for the lady, took some time too |
| Do good job | More rigorous than anywhere else | Know its necessary x 4 |
| Easy, normal | Seemed like he didn't know what he was doing, annoying and frustrating | Like everywhere |
| Efficient, friendly | Slow x 5 | Pleasant today, bad experiences prior |
| Friendly x 5 | The guys on took 10 mins to screen 1 person. They also were very cocky | S D S today , check in at Rex in Sydney rude |
| Funny & thorough | Thorough, line up made it slow and tedious | Security is necessity, but move it elsewhere so terminal is more accessible - screen prior to flight |
| Good, pleasant | | Standard across airports |
| Good security - doesn't seem random as I get picked each time | | Thorough x 16 |
| Polite | | Today good, but depends on staff |
| Polite efficient no hassle | | Very friendly but OTT seems harder/more rigorous than Sydney |
| Polite, efficient | | |
| Quick | | |
| Very nice personable | | |

Figure C11.3

Further comment on security was offered at the conclusion of the Survey. These comments are noted below and included as part of Section 19 of this report.

Security Comments

Bring security staff down to earth, on guy was on the biggest power trip I have ever encountered.
Worst security screening from someone that has flown all over Australia. Very dismissive and rude staff.
Coach security that not everyone is a terrorist, no need to go to extreme they do.
Dubbo security screening is OTT, have no issues in Syd, but always issue here - knee replacement, issue every time.
More friendly security staff
Screening can be a hold up (men taking boots/belts off)
Screening can be OTT,
Screening process cumbersome
Security is an issue limiting movement around airport -
Security must be set high as I travel often and here is the only place it always alarms
Streamline security - slow in Dubbo compared to others, need more range at café
The screening process needs to be faster and less invasive
Wheelchair, excessive security action, no private experience.

Many commented that the Service was an accepted part of modern day travel, and that the personnel were professional and friendly. Some respondents however, saw it as annoying, over the top and invasive.

As noted, **the main comment was around delays in the screening, that it was thorough and slow.** This was as a result of people entering the departure terminal with non conforming items on their person (shoes, belts, keys, phones, etc.) or in their hand luggage. Larger Airports have several screening lines, which alleviates the problem somewhat.

Additionally some respondents commented about that the random selection, of being picked every time and that the screening itself must be set to a very low tolerance as the scanner beeps in Dubbo, where the Sydney scanner hadn't and it was on the same day.

Several commented that they felt awkward, as other passengers had to remove belts and shoes during the process and this was not a pleasant experience for the person, or the people behind waiting.

Further comment on security was offered at the conclusion of the Survey as part of Section 19 of this report.

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12. Flight Information Screens

Question 12: "Did you notice the Flight Information Screens?"

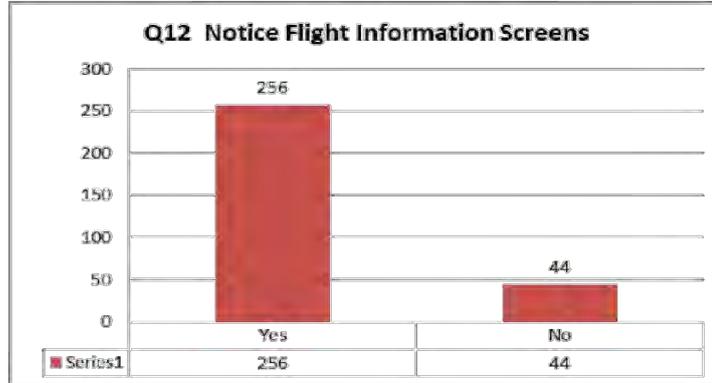


Figure C12.1

85.3% of survey respondents had noticed the flight information screens. 14.7% of survey respondents (44) had not looked at the Flight Information Screens whilst in the Terminal. Those that had not were often frequent travellers and felt sufficiently aware that they did not look out for them. Of those that did, 85.3% (or 256), several noted that they don't use the screens generally as they find their phone more reliable for flight information. (not necessarily referring only to Dubbo, but terminals in general)

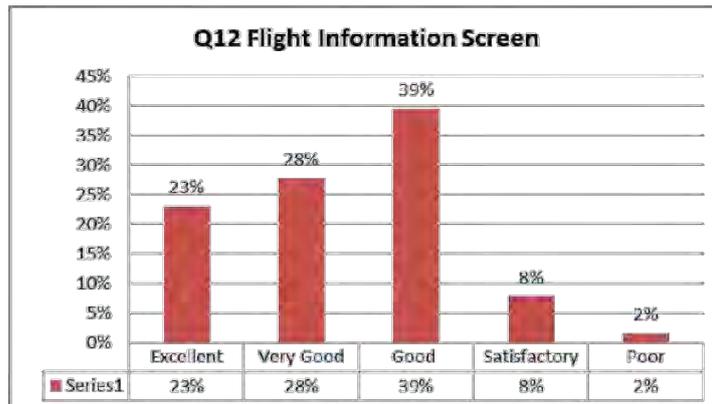


Figure C12.2

The above Figure C12.2 shows the results in percentage terms relating to the 256 responses, or 85.3% of total survey respondents.

51% gave the screens a rating of Excellent or Very Good, whilst 39% rated them as Good and 8% a Satisfactory. Just 2% rated them as Poor. Given that this Survey was conducted in the midst of flight delays occurring across several days, this could have been a more negative result as respondents commented on delays in updating the screens, and the lack of information to hand.

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Comments included:

- Adequate, Standard information -shows all it needs to x 14
- Needs updating no info on delayed flight times/no announcements either x 13
- Could be larger/bigger, have more information on it x 10
- Don't use it, use phone, it shows more up to date info x 5
- TBA is not useful information x 5
- No Boarding Time noted on Screen x 3
- Easy to read/clear/perfect x 3
- Prefer to see whole days flights, so if delayed can make a decision (and for planning future trips)
- Screen showed different time to ticket
- Not updated in real time or frequently enough - web shows more info

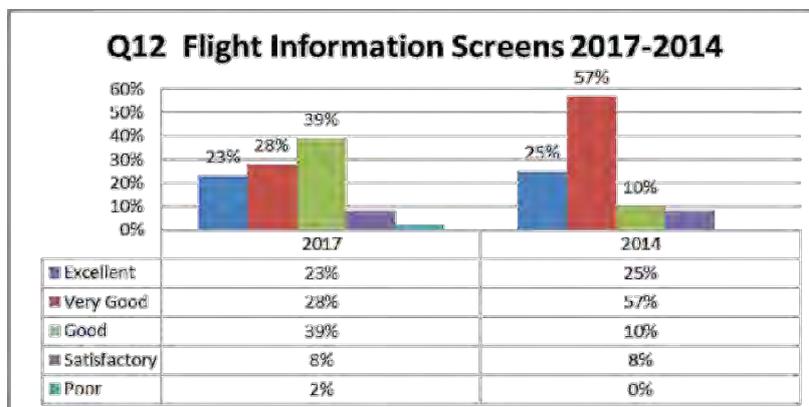


Figure C12.3

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13. Café

Question 13: "Did you visit the Café today?"

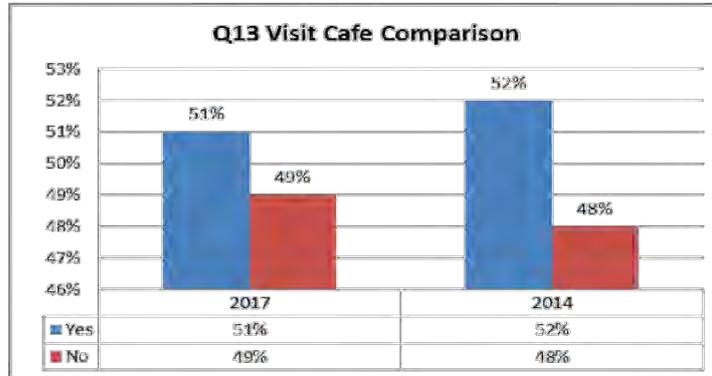


Figure C13.1

51% of survey respondents indicated that they had visited the Café and 49% had not. This is very similar to the 2014 result.

The café area offers a variety of seating options to its customers, with high and low tables, stools and chairs available.

Many respondents felt they wouldn't have enough time to purchase and consume food or drinks, partly due to either running late through check in or due to delays in the security screening and/or a line up at the Café. It was also observed that staff are at times slow to clean the tables and perform the general housekeeping side of things. Many respondents felt there should have been more staff on to manage the coffee queue, etc. However some survey respondents noted that they had an excellent or very good experience at the Café.

Question 13.1: "If yes, how would you rate the Service, the Range and the Value?"

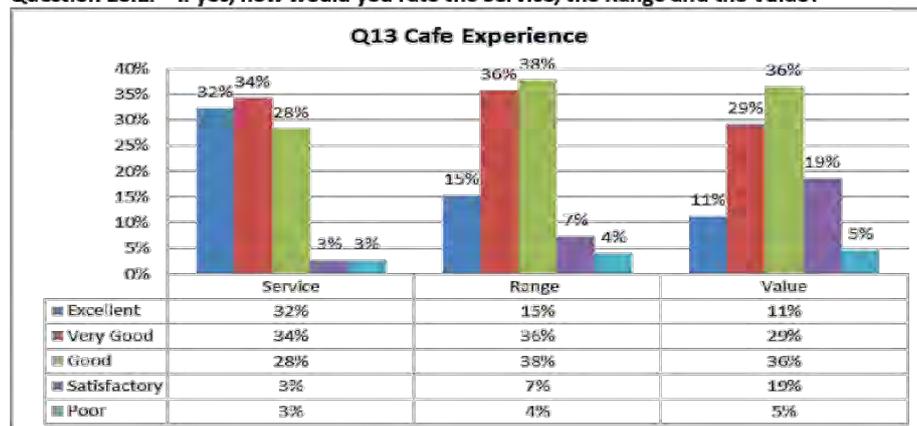


Figure C13.2

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When asked about the service the range and the value (see Fig C13.2), Service received 94% Excellent to Good, Range received 89% Excellent to Good and Value received 76% Excellent to Good. There is room for improvement in perceived value

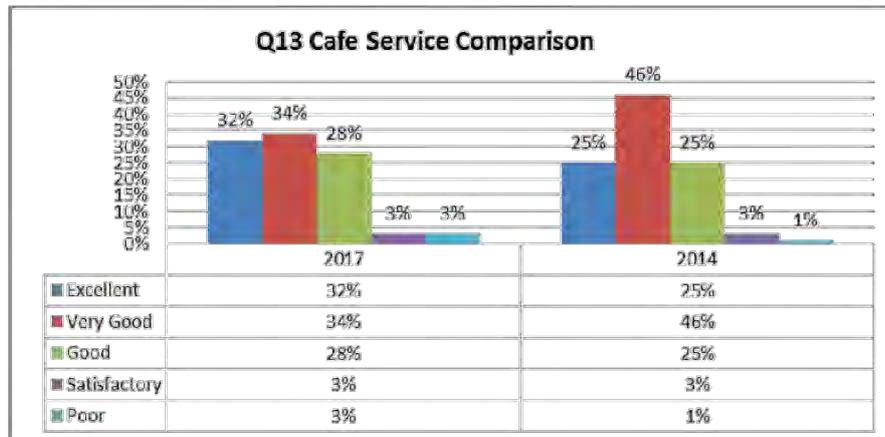


Figure C13.3

94% of Café users surveyed said that the service they received was Excellent, Very Good or Good. Just 6% rated it as Satisfactory or Poor.

Some of the Verbatim answers seem inconsistent with the (quite high) rating given. When respondents were asked to qualify their rating, more in depth detail was extracted. Generally those that didn't use the café said they felt it too expensive or the service not quick enough.

Many survey respondents added general comments such as:

- Expensive for what you get 13
- On par with other airport costs 10
- Limited choice/more salads/more hot food/healthy options 8
- Coffee is cold 4
- Service slow, 3
- Café has good selection
- Good coffee
- Good for what you get
- Polite and clean area
- Could be more professional, uniform, better presented -
- ladies look ok today, but at times they're not dressed to come to work
- Lovely lady serving,
- Only 1 staff on, big line up
- No papers, books etc
- No indication in arrivals that a Café is available
- Only wanted coffee
- Shuts at 6 - not convenient
- Would like menu with prices to make a choice

Figure C13.4

At the end of the survey when asked what could be improved to better satisfy the respondents needs, several said more food options, more food outlets or more variety.

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14. Booking Method

Question 14: "How did you book your air travel?"

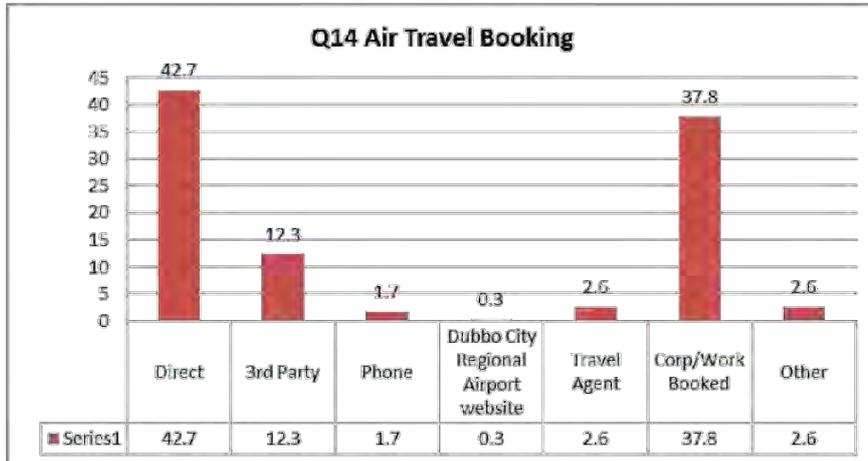


Figure C14.1

42.7% of respondents directly booked their travel on the carriers website.
 37.8% of respondents used Corporate Travel, or someone at work had booked the travel on their behalf.
 12.3% used a 3rd party website such as Webjet (5.6%) Flight Centre (5%), Iwantthatflight (.6%), Skyscanner (.6%) and lastminute(.5%).
 Other included family booking it, or booked at airport.

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15. Shuttle Bus

Question 15 : “Would you support a Shuttle bus to the Airport?”

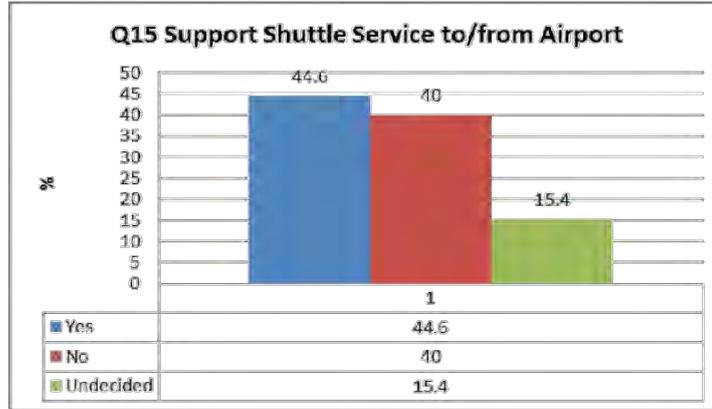


Figure C15.1

Survey respondents hadn't given this much thought, but on the spur of the moment, they gave an indication that 44.6% would support a Shuttle – many reasons why were to save costs of taxi, to not inconvenience friends or family. 40% wouldn't saying they were out of town, it wasn't relevant to their circumstances, they use a hire car for convenience or they simply didn't need to.

254 respondents provided a Yes/No answer to this question, the remaining 46 couldn't decide either way, so are noted as undecided.

- Could be useful if no other transport available
- Depend on pick up points, may cut taxis out
- Depend on time/schedule
- From the Station ?
- Good for tourist x 3
- Good idea but probably wouldn't use myself x4
- Good idea x 10
- Good idea, but limited for time
- Good idea, taxi \$30 to CBD Dubbo
- Handy/helpful
- Hire car x 3
- Live out of town x6
- Not local but good idea x 3
- On occasion I'd use it
- Safe option to motel
- Save me asking for a lift out here
- Taxis good but at times not enough waiting even though booked on flight
- Too many people at once
- Who would pay for it? Taxi would loose out, is there a demonstrated need?
- Would be an excellent idea, but for viability not sure, people would use it if its timing was right

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It would be a convenience not a must have
Would be convenient for some people
Wouldn't go to Nyngan (i use hire car)

Further comments were offered by respondents at the conclusion of the Survey. These comments are also included at Section 19 of this report.

Shuttle Comments

Bus service is good idea, taxis are expensive, would take pressure off taxis,
Implement shuttle bus,
Shuttle bus good idea x 6
Shuttle to motel circuit is a good idea
Shuttle would be good, everything else works OK
Transport option from station/city centre to airport

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16. Transport to Airport

Question 16: "How did you travel to the Airport today?"

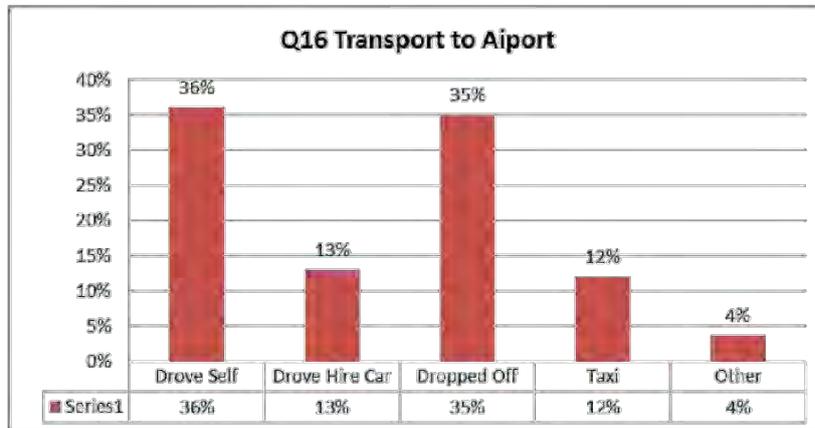


Figure C16.1

Figure C13.1 shows that 36% of survey respondents Drove themselves to the Airport and 35% were Dropped Off, while just 12% arrived by Taxi and 13% drove a Hire Car.

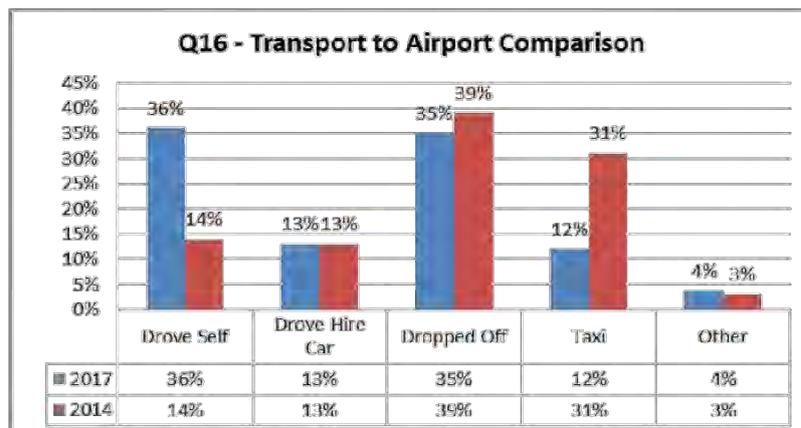


Figure C16.2

Figure C13.2 shows a remarkable increase of 22% in passengers driving themselves to the airport, from that noted in the 2014 survey, where just 14% of respondents had driven themselves. Taxis seem to have dropped considerably, with a decrease of 19% in Taxi usage. The use of Hire Car for transport to the Airport has remained steady.

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Several respondents indicated that they did car pool and get dropped off as they were flying for work/business. Some also noted the lack of Taxis and the long wait when arriving at the terminal, from Sydney for example, which has led to arranging work collection and drop off as it's more reliable and time effective. Some also noted that they felt the airport car park was fairly safe and where happy to leave their vehicle when going on short/quick trips.

Some respondents were mid-sector. For example, they had flown in from Broken Hill and travel on to Sydney, or had flown in from Sydney and were waiting for a bus to Cobar. Therefore their arrival at the airport was not by road transport.

Those noted as Other in the Charts include:

- Airline charter
- Bus drop off
- flew in- mid sector flight

At the conclusion of the Survey many comments were given on Hire Cars and Taxi's - these comments are also notes at Section 19 of this Report.

Hire Car Comments

- Car hire area appears run down
- Designated rental car drop off out the front
- Hire area full,
- Hire car area full
- Hire car drop off point outside like other terminals have, need better signage to where it is
- More prominent signage where to park hire car
- More signage - esp for rental car return area
- Rental car signage needs to be more prominent - it's too low to see when driving, not many parks left out there
- Rental cars could be a in separate area, need more access to town, no regional bus services
- Signage for hire car parking should be more prominent, not many spaces avail
- Signage for hire car return, have rental area separate to main carpark,
- Thrifty not easy to find, bigger car park needed, rental car in separate area
- Uncertain where to park hire car - AVIS section poorly signposted

Taxi Comments

- \$33 taxi to Dubbo, shuttle may be cheaper,
- Booking taxi continues to be a problem, not enough to collect arrivals (even when booked)
- More taxi availability (esp in morning from airport into Dubbo) lack of taxi often creates a backlog of appointments as the day runs late
- Taxi vs shuttle both good options
- Taxis are often late on arrivals, and therefore late/rushed to business meetings
- Taxis can be slow/long wait (arrivals)

17. Trouble Finding a Park

Question 17: "If you drove & parked a car, did you have trouble finding a parking spot?"

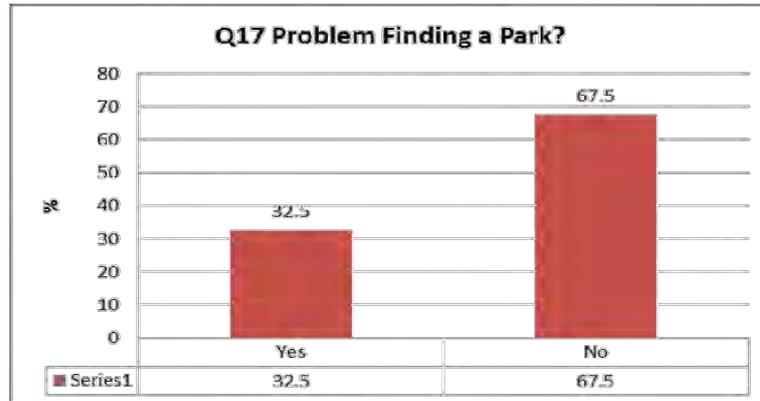


Figure C17.1

The general parking area has a capacity of approx. 350. 32% of respondents indicated that they did have difficulty finding a parking spot.

Many respondents said that even though the parking area has been significantly increased it still seemed to be quite full. This may be due to the increase in passengers driving themselves and leaving their car, which has increased 22% on the 2014 result, also there are a significant number of people who drop off/pick up family/friends and enter the terminal to see-off or greet on arrival, therefore using the car park short term.

Many respondents commented that the Hire Car area needs to more clearly defined and there were several suggestions of moving it from within the central part of the carpark to its own section or area.

Survey respondents offered further comment at the end of the Survey regarding parking. It's a long list that essentially is saying that there is a need for more parking at the airport precinct. .

Parking Comments

- All for paying to park over 3 hours, need more parking -
- Always hard to find park for hire cars
- Both secure and general parking needs to be bigger
- Busy terminal, few parks left,
- Can see parking is an issue, hire car area hard to find, needs better signage for people that don't know the area.
- Car park full, more parking space
- Car park in general crowded
- Car park is frequently full
- Car park is full, need more parking
- Car park overfull, needs expanding
- Car parking need for more

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Carpark fills quickly need to look at more Car park spaces
 Carpark full - more parking,
 Carpark full,
 Carpark needs expanding
 Carpark quite full
 Carpark very busy, need more parking area
 Carpark-had to look to find a park
 Congested parking area
 Consider more parking
 Covered parking, more parking,
 Dubbo doesn't have good transport services - what do you do when you cant find a park?
 Expand car park area,
 Feel parking is safe in general area,
 Hard to get a park close, need more parking
 Hardly any parks, really had to search every row
 Limited by parking, need more, car park tight as people park outside of lines grabbing a space that isnt one
 More parking x 21
 More parking - free - don't charge for it, x2
 More parking as carpark full
 More parking space, never sure of getting park, taxi today to avoid hassle
 More parking, car park is full,
 More parking, fills quickly
 More parking, fills quickly
 More parking, keep parking free
 More parking, under cover parking looks full
 More secure parking (can see it quite full)
 Need more car parking - always concerned if there is enough space to park, if not what do we do?
 Needs more parking, seems to be getting busier
 Not enough car parking available
 Parked outside terminal, no parks in c/park
 Parking can be an issue,
 Parking is limited
 Parking is sometimes an issue,
 Parking -need more
 Parking usually hard to find
 Parking, dropped off passengers and then looked for park,
 Parking, only a few spots avail up the back -
 Sec parking is expensive but good.
 Secure parking is handy
 Secure parking looks full, carpark is very full need more parking allocation
 Secure parking quite full, gets dirty - prop wash, often muddy (from outwest vehicles), when it rains lots of puddles, credit card facility doesn't work at gate, have to take ticket and come inside
 Security cameras in carpark provides peace of mind for travellers, seems people park were cameras are.
 Separate area for longer stay parking
 Signage in Carpark, almost parked in hire section
 Sometimes hard, esp Fridays, need more parking
 Would like to have found a park closer to the terminal, elderly and a rough drag with bag -

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18. Used Secure Parking

Question 18: "Have you used the secure parking facility?"

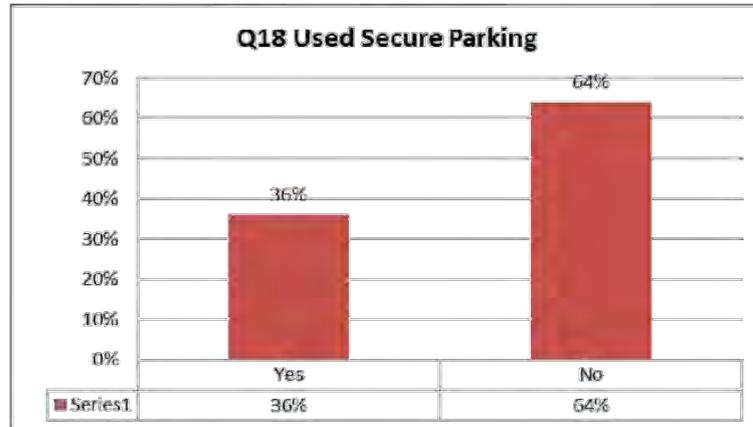


Figure C18.1

The Secure Parking area has a capacity of 87. Figure C18.1 indicates that about a third of the survey respondents, some 36% that do drive themselves to the airport have used the Secure parking area. However with 64% having not used it, it would appear that many travellers are comfortable with the level of security in the general parking area and would prefer not to pay if given the option.

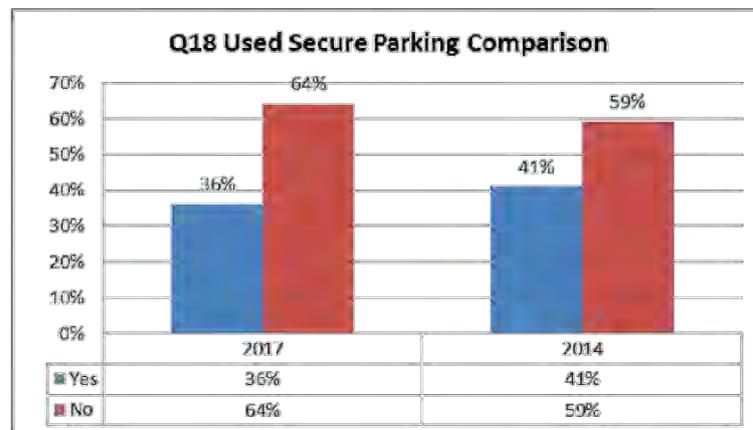


Figure C18.2

The survey results show a decrease in usage of Secure Parking from the 2014 survey, with a drop of 5% having used the secure parking facility.

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By far the most common extra comment for this survey related to the need for more parking, and many respondents also noted that the parking should remain Free.

Many respondents indicated that they don't always use the secure parking area, but do so when they are away for an extended amount of time. Some said it's more likely they will use it more in the summer months as the area provides some shelter.

Many respondents indicated that a park in the secure area is an option open to them, but also noted that it is often quite full, that the payment system externally doesn't work, and that cars tend to get dirty in there due to wind/air wash from planes.



Figure C18.3

80% of Secure Parking users indicated that it was Excellent or Very Good, with just 20% indicating it was good.

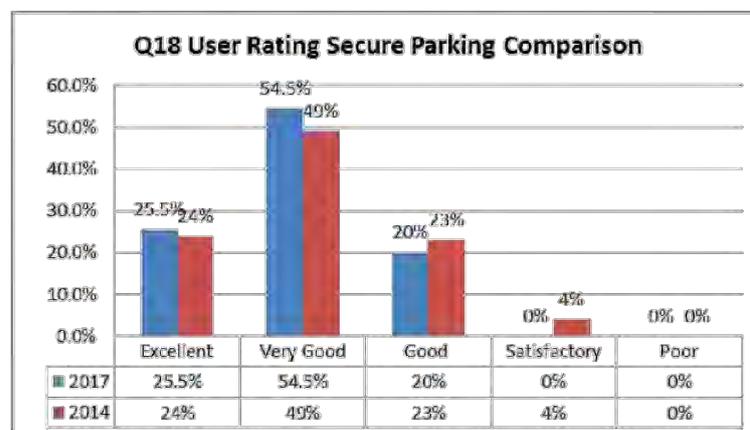


Figure C18.4

**APPENDIX NO: 1 - DUBBO AIRPORT TERMINAL - USER SATISFACTION SURVEY -
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DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

1st visit , cant really answer, no problems. Terminal is good for size of Dubbo
 Always clean & tidy, Essendon terminal is bad, (prefer Avalon)
 Best regional airport
 Better than Orange, good seats, comfortable, work stations are handy
 Chairs are comfy
 Check in good, security good,
 Check in service wonderful, easy airport to come through
 Clean tidy, note departure toilets very clean
 Comfortable seating/ Comfy Chairs/ Comfy good, tub lounges x 6
 DCRA website good
 Dubbo airport offers good service to region, upgrade has made a big difference
 Dubbo free wifi handy
 Dubbo is a good regional airport
 Dubbo is a good terminal
 Dubbo RC is doing an excellent job with the terminal
 Dubbo terminal is a good airport
 Dubbo terminal is nice compared to other regional airports
 Dubbo terminal is one of the better airport terminals I go to.
 Enjoy travelling through Dubbo.
 Excellent terminal, phone and computer terminals, ATM etc
 Flights to Melb, new & Canberra big step forward
 For regional airport there is plenty of seating,
 Free wifi is excellent
 Functions well
 Good airport compared to Orange
 Good facility much better than regional airports, better than Ballina.
 Good for regional airport
 Good for regional area, compared to others -
 Good service DCRA continues to expand
 Good variety of seating, always appears tidy
 Great facility compared to others, Essendon needs improvement
 Impressed with the toilets in the departure terminal, roomy airport, not expecting much from a regional airport
 Jetgo check in excellent
 Like Dubbo airport, clean, open
 Looks good, spacious
 Lovely area for computer laptop use and charge etc
 Lovely staff at check-in.
 Lucky to have this facility , its clean and works well
 More frequent flights, good view, can see planes, rhinos nice touch, very friendly staff, comfy chairs
 Much better airport than Port Macquarie
 Newcastle/Dubbo service handy
 Nice big terminal, comfy lounges,
 Nice, open & airy
 Nicer than Albury airport
 No change , happy with it compared to others Dubbo terminal is good
 No traffic, no rush
 Only good comments re terminal its easy, better than big terminals, has a beautiful outlook
 Phone charge and computer area is great
 Quick visit - airport looks great
 Rate Dubbo amongst one of the best lobby's
 Really comfortable and nice airport - good food and friendly people
 Really good terminal, comfy, like the large history photo, continue that for Dubbo history
 Really nice, Dubbo has done a good job, much cleaner than Hobart airport
 Really user friendly
 Red couches comfy,
 Red seats are comfy,
 Security looks professional, well dresses, good image

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

Early, had to wait to check luggage before getting into departure terminal - more chairs at check in area, luggage storage access
 Extend café range, some reading material, magazines, books etc
 Furniture drab/flat needs lift
 Happy with it, the arrivals is looking bland at the moment
 Have recycle bin
 Hobart has café extension with paper and books, like WHSmith, Dubbo could have similar
 How about direct flights to Coffs Harbour?
 Include local theme , create Dubbo identity in terminal, sell town in airport, localised content, value markets, trigger - return visit, good pic on dep lounge wall , more of that
 Is there a walking path out to the airport from Dubbo?
 Lengthen runway to 7,000 to take wide body jets - shuttle bus model, local hotels, subsidised buy-in from motels
 Localised images - what s happening in arrivals, scenes gone?
 Lounge in café bar area,
 Luggage lockers?
 More character stark,
 More comfy seats, terminal looks bland, could be colourful, its drab, massage chairs good - no more needed.
 More Dubbo identity/feel
 More flight options, better flight schedules/times
 More of the comfortable chairs,
 More PowerPoints wifi, screen updates & announcements
 More than one fresh food/coffee provider
 More trees outside create a better first impression,
 Move hire car to free up car park spaces, no problems, secure parking here, camera etc
 Narrandera has free book - trace via computer log. Make charging station more visible.
 Need 1/2 capacity again for terminal,
 New furniture, looking tired, parking, drop off area for hire vehicles,
 No contact info/service desk to ask anyone anything
 No money in ATM
 Qantas Lounge x 20
 Review security
 Secure parking, no spots left, is there a limit/indicator anywhere when secure is full?
 Should have access without security (for those waiting to pick up arriving passengers and those too early to check in).
 Some of the lounges are looking tired.
 Tamworth & Coffs have Virgin services??
 Terminal and parking may need expansion as its quite full today(delayed flights)
 Terminal looks bland and sterile - More prominent zoo promo or info on Dubbo - show the history etc on walls - emotive images
 Upgrade lounges, black ones sagging, check in area need more seating - Style Ergonomics good for commercial use
 USB charge point nearer lounges & Café,
 Viewing window in arrivals lounge
 What do we need to get a Qantas lounge?
 Would be good if they had computers to use that had internet access
 Would like Dubbo Gold Coast flights
 Would like power points in café area
 Would like some local content/feel
 Would like to come into lounge area earlier, security closes, I've checked in online,

Covered Walkway

Cover over walkway carpark to terminal (for rain & sun)
 Covered carpark to terminal several showers today
 Covered luggage to plane when raining, bag soaked on last trip
 Covered walkway from carpark to departures
 Covered walkway like Newcastle

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

Covered walkway to car park
 Covered walkways, from plane to baggage, from gate to plane
 Sheltered walkway to/from carpark
 Undercover walkway, x 8
 Walkway cover - airside & outside car park,

Café Comments



As a local I'd like to buy a coffee without having to go through security - ie when here to collect arrival
 Been here and café is closed, better operating hours for café needed
 Better café, magazine/books,
 Better service and variety at café add papers/books e
 Better food available at café/facility
 Café expensive
 Café - healthy options
 Café area looking dirty, spills on floor not cleaned up, crumbs on floor etc
 Café is expensive,
 Café options - more healthy options & almond milk
 Improve café offering and service
 Improve service and menu at café- best hamburger at this café!
 Issue with coffee, inline and others have taken my coffee order - had to reorder
 Larger chain – Macca's etc more food choice
 Magazines cheaper food
 More food options
 More food range/shops
 More friendly staff at café
 More healthy food options - salad bowls,
 More options and better service at cafe,
 More options at café, magazine, local product for gifts etc
 More options, café/shop paper/magazines
 Need outlet for coffee without security
 Wait time at café -
 More food choice, newsagent
 Menu for café would be handy

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

Security Comments

Bring security staff down to earth, on guy was on the biggest power trip I have ever encountered.
 Worst security screening from someone that has flown all over Australia. Very dismissive and rude staff.
 Coach security that not everyone is a terrorist, no need to go to extreme they do.
 Dubbo security screening is OTT, have no issues in Syd, but always issue here - knee replacement, issue every time.
 More friendly security staff
 Screening can be a hold up (men taking boots/belts off)
 Screening can be OTT,
 Screening process cumbersome
 Security is an issue limiting movement around airport -
 Security must be set high as I travel often and here is the only place it always alarms
 Streamline security - slow in Dubbo compared to others, need more range at café
 The screening process needs to be faster and less invasive
 Wheelchair, excessive security action, no private experience.

Shuttle Comments

Bus service is good idea, taxis are expensive, would take pressure off taxis,
 Implement shuttle bus,
 Shuttle bus good idea x 6
 Shuttle to motel circuit a good idea
 Shuttle would be good, everything else works ok
 Transport option from station/city centre to airport

Hire Car Comments

Car hire area appears run down
 Designated rental car drop off out the front
 Hire area full,
 Hire car area full
 Hire car drop off point outside like other terminals have, need better signage to where it is
 More prominent signage where to park hire car
 More signage - esp for rental car return area
 Rental car signage needs to be more prominent - it's too low to see when driving, not many parks left out there
 Rental cars could be in a separate area, need more access to town, no regional bus services
 Signage for hire car parking should be more prominent, not many spaces avail
 Signage for hire car return, have rental area separate to main carpark,
 Thrifty not easy to find, bigger car park needed, rental car in separate area
 Uncertain where to park hire car - AVIS section poorly signposted

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

Taxi Comments

\$33 taxi shuttle may be cheaper,
 Booking taxi continues to be a problem, not enough to collect arrivals (even when booked)
 More taxi availability (esp in morning from airport into Dubbo) lack of taxi often creates a backlog of appointments as they day runs late
 Taxi vs shuttle both good options
 Taxis are often late on arrivals, and therefore late/rushed to business meetings
 Taxis can be slow/long wait (arrivals)

Parking Comments



All for paying to park over 3 hours need more parking -
 Always hard to find park for hire cars
 Both secure and general parking needs to be bigger
 Busy terminal, few parks left,
 Can see parking is an issue, hire car area hard to find, needs better signage for people that don't know the area.
 Car park full, more parking space
 Car park in general crowded
 Car park is frequently full
 Car park is full, need more parking
 Car park overfull, needs expanding
 Car parking need for more
 Carpark fills quickly need to look at more Car park spaces
 Carpark full - more parking,
 Carpark full,
 Carpark needs expanding
 Carpark quite full
 Carpark very busy, need more parking area
 Carpark-had to look to find a park
 Congested parking area
 Consider more parking
 Covered parking, more parking,
 Dubbo doesn't have good transport services - what do you do when you cant find a park?
 Expand car park area,
 Feel parking is safe in general area,
 Hard to get a park close, need more parking

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Hardly any parks, really had to search every row
 Limited by parking, need more, car park tight as people park outside of lines grabbing a space that isnt one
 More parking x 21
 More parking - free - don't charge for it, x2
 More parking as carpark full
 More parking space, never sure of getting park, taxi today to avoid hassle
 More parking, car park is full,
 More parking, fills quickly
 More parking, fills quickly
 More parking, keep parking free
 More parking, under cover parking looks full
 More secure parking (can see it quite full)
 Need more car parking - always concerned if there is enough space to park, if not what do we do?
 Needs more parking, seems to be getting busier
 Not enough car parking available
 Parked outside terminal, no parks in c/park
 Parking can be an issue,
 Parking is limited
 Parking is sometimes an issue,
 Parking -need more
 Parking usually hard to find
 Parking, dropped off passengers and then looked for park,
 Parking, only a few spots avail up the back -
 Sec parking is expensive but good.
 Secure parking is handy
 Secure parking looks full, carpark is very full need more parking allocation
 Secure parking quite full, gets dirty - prop wash, often muddy (from outwest vehicles), when it rains lots of
 puddles, credit card facility doesn't work at gate, have to take ticket and come inside
 Security cameras in carpark provides peace of mind for travellers, seems people park were cameras are.
 Separate area for longer stay parking
 Signage in Carpark, almost parked in hire section
 Sometimes hard, esp Fridays, need more parking
 Would like to have found a park closer to the terminal, elderly and a rough drag with bag -

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

Positive Comments



- No problems with terminal /Happy how it is x 21
- All ok x 8
- Airport is set up well,
- Airport meets our needs,
- All good, how about direct flight's to Coffs Harbour?
- All works well
- Doesn't need any change
- Easy for drop off and pick up
- Everything here - wifi & power points etc
- Everything here for a small airport, all easy process
- Everything seems ok
- Excellent
- Fine as is
- Good - first time at terminal
- Good airport, like work area/charging points etc
- Good amenities/facility
- Good amenities, cleaning staff really good
- Good check in service, all needs met, clean comfortable facility
- Good facility
- Good facility - phone charging points available
- Good facility for size of region
- Good for regional airport terminal fifo
- Good lot of points to charge & use computer
- Good open terminal
- Good terminal overall
- Good to read there are Newcastle flights
- Happy with it, like the food and good regional airport
- Like Dubbo airport
- Meets travellers needs
- Neat tidy & modern terminal
- No changes, good facility
- None, its clean, friendly
- None, its clean, friendly - good
- None, quite good terminal
- Runs well, happy with service and facility

**APPENDIX NO: 1 - DUBBO AIRPORT TERMINAL - USER SATISFACTION SURVEY -
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DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

Satisfied with terminal how it is
Serves its purpose, good for regional
Terminal appears satisfactory
Terminal is adequate - comfy, clean and good temp
Travellers are well catered for at airport

Negatives

ATM empty
ATM empty
ATM empty - it is every time I come here
ATM that works
Can see flight info on phone before screen updates happen
Cheaper flights
I phone chargers do not work
Jetgo - Dubbo / Essendon is hopeless, took 1.5 hours to get a taxi after an hour flight! Need to upgrade facility and services as Essendon is just a shed
Jetgo is unreliable, keep cancelling flights
Jetgo not frequent enough but would like to support it, it is worthwhile for my work to visit the region more often
Jetgo now travel Fri/Sun so can no longer use - they're unreliable - a moving target
Jetgo service good but unreliable, cancelled planes
Jetgo times wouldn't work,
More flights, more destination, more competition
More direct flights to Melbourne, missed connection twice in the last few weeks due to unreliable flight departures, would travel more for work if flights were more reliable,
Need to wait too long to check in - all but q,
Not previously aware of online flight info on DCRA page

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017

D. Questionnaire

Airport Survey:

We are conducting a Survey of terminal Users for Dubbo Regional Council to see how satisfied people are with the facilities and services at the Dubbo City Regional Airport Terminal.

May I ask, what is your first name? *WRITE IN FIRST NAME OF RESPONDENT*

1. Are you returning home? *Yes / No*
This question refers to the flight you are about to take and its direct connections today

2. What is your final destination today?
 Record destination _____

3. Approximately how many times per year do you fly to this destination from Dubbo?
 Record frequency _____

4. A. Are you commencing your journey from Dubbo today, or have you travelled from elsewhere?
 Record journey commencement town _____

B. (If not from Dubbo)....Would you consider staying at the airport if the airport had an accommodation facility?
Yes / No

5. A. Which of the following destinations did you know Dubbo flies directly with?
 Sydney
 Newcastle
 Melbourne
 Canberra
 Cobar
 Broken Hill
 Brisbane

B. How did you hear about flights to these destinations?
 Dubbo Visitor Guide
 Facebook
 Word of Mouth
 Council
 Radio
 Other

6. A. Why are you flying today?
 Business – see 6B
 Medical/Legal/Professional appointment
 Visit relatives and friends
 Tourism/Leisure
 Other

B. – If travelling on business: Which business are you in?
 Government
 Mining/Resources
 Medical
 Agriculture
 Other

7. Which airline are you flying with
 Qantaslink
 Regional Express (REX)
 Fly Pelican
 Jetgo

8. What was your main reason/s for choosing to fly with this airline today?

1. Aircraft type used
2. Cabin luggage facilities
3. Employer's choice
4. Flight/seat availability
5. Frequent flyer member
6. In-flight service
7. Loyalty
8. On-ground service at Dubbo
9. On-ground service elsewhere
10. Price
11. Support Small Airline
12. Time-table
13. Travel agent's choice/recommend
14. Other.....

9. How would you rate the appearance of the Passenger Terminal?

- Excellent 5
 Very Good 4
 Good 3
 Satisfactory 2
 Poor 1
 Comments _____

10. When you checked in, how would you rate the service you received?

- Excellent 5
 Very Good 4
 Good 3
 Satisfactory 2
 Poor 1
 Comments _____

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11. How would you rate the security screening experience?
 Excellent
 Very Good
 Good
 Satisfactory
 Poor
 Comments _____

12. Did you notice the Flight Information Screens?
 Yes
 No
 If yes, how would you rate the information supplied?
 Excellent
 Very Good
 Good
 Satisfactory
 Poor
 Comments _____

13. Did you visit the Café today?
 Yes
 No
 If yes, how would you rate the:

| SERVICE | Range | Value |
|--------------|--------------|--------------|
| Excellent | Excellent | Excellent |
| Very Good | Very Good | Very Good |
| Good | Good | Good |
| Satisfactory | Satisfactory | Satisfactory |
| Poor | Poor | Poor |

Service Comments _____
 Range comments _____
 Value comments _____

14. How did you book your air travel?
 Direct Airline Website
 3rd Party Website – Webjet, Flight centre etc?—
 Phone the airline direct
 DRC Airport direct
 Travel agent
 Corp travel/Work booked
 Other _____

15. Would you support a shuttle bus to the airport?
 Yes
 No
 Comments _____

Do you have any further comments or suggestions?
 Comments _____

Thank you for your feedback and your time to complete this Dubbo City Regional Airport Survey today.

16. How did you travel to the Airport Today?
 Drove yourself in your vehicle
 Drove yourself in a hire car
 Taxi
 Dropped off by another person
 Other _____

17. If you drove and parked a car, did you have any trouble finding a parking spot?
 Yes
 No
 Comments _____

18. Have you used the Secure Parking Facility ?
 Yes
 No
 If yes how would you rate it?
 Excellent
 Very Good
 Good
 Satisfactory
 Poor

19. Have you used the Secure Parking Facility ?
 Yes
 No
 If yes how would you rate it?
 Excellent
 Very Good
 Good
 Satisfactory
 Poor

20. If you could make any changes to the Dubbo Regional Airport Terminal to better satisfy your requirements, what would those changes be?
 Comments:

DUBBO AIRPORT TERMINAL | USER SATISFACTION SURVEY | Nov 2017



REPORT: Upgrading of Cootha Sewer Pump Station - Lot 15 DP 753233 - creation of easement in favour of Essential Energy

AUTHOR: Manager Property Assets
REPORT DATE: 10 April 2018
TRIM REFERENCE: ID18/661

EXECUTIVE SUMMARY

Council is proposing to upgrade the Cootha Sewage Pumping Station (SPS). The pumping station is located within the Taronga Western Plains Zoo land on the northern side of Obley Road. The Cootha SPS collects sewage from a relatively large existing gravity catchment in west Dubbo, the Taronga Western Plains Zoo and the new development areas of Delroy Park and Camp Road. Cootha SPS is part of a staged upgrade of sewerage infrastructure in this area. The upgrading of Cootha SPS will involve the realignment of electricity supply to the pump station, and this will result in a new easement being created over the powerlines, in favour of Essential Energy.

As part of the easement creation, Council (as the customer) is required to enter into a standard Deed with Essential Energy to provide them with certainty that an easement can be created over the new power supply. As part of the Deed, a \$10,000 bank guarantee is required to be provided to Essential Energy by Council.

ORGANISATIONAL VALUES

Customer Focused: The upgrading of Cootha SPS will better service the residents of Dubbo.
Integrity: The Customer Deed is a standard template issued by Essential Energy for all such works.
One Team: The project involves the cooperation of staff from Infrastructure and Operations, and Economic Development and Business Divisions.

FINANCIAL IMPLICATIONS

The bank guarantee will be funded by Council's Water Supply Fund. Following completion of all of the obligations of the Customer under this Deed, Essential Energy shall return any Bank Guarantee it then holds.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That a bank guarantee for the amount of \$10,000 be provided by Council to Essential Energy in relation to the upgrading of electricity supply servicing the Cootha Sewer Pump Station.**
- 2. That any documentation in relation to this matter be executed under the the Chief Executive Officer's Power of Attorney.**

Simon Tratt
Manager Property Assets

REPORT

A Bank Guarantee in favour of Essential Energy from the Dubbo Regional Council is necessary for the registration and creation of the Easement. Section 3.2 of the standard Essential Energy 'Customer Deed' states:

3.2 Of the Essential Energy Creation of Easement: Customer Deed

- (1) *The Customer must provide to Essential Energy on or before the date of this Deed, or at any other such time as agreed in writing by Essential Energy, an irrevocable and unconditional undertaking in favour of Essential Energy which:
 - a) *Does not contain an expiry date before 5 years from the date of this Deed;*
 - b) *Is issued by a bank as defined by the Banking Act 1959 (Cth) or a financial organisation approved by Essential Energy;*
 - c) *Is an amount of \$10,000 or such other amount as required by Essential Energy; and*
*On terms otherwise acceptable to Essential Energy, as security for the performance by the Customer of all of the obligations of the Customer under this Deed (Bank Guarantee).**
- (2) *The Customer must at all times ensure the Bank Guarantee is kept current and enforceable and it must be renewed if it is to expire not less than 6 months prior to such expiry date and must be renewed for a period of 5 years or such other period as reasonably nominated by Essential Energy;*
- (3) *If Essential Energy makes a demand on the Bank Guarantee the Customer must provide a replacement Bank Guarantee for the balance of the amount after the demand is made within 7 (seven) days of receiving a request to do so by Essential Energy.*
- (4) *Despite anything contained in this clause, Essential Energy will be entitled from time to time to make a claim on the Bank Guarantee for any amount payable by the Customer pursuant to this Deed if the payment is not made within 7 days of receiving a request for payment from Essential Energy or any amount payable to Essential Energy as a result of any breach of any of the covenants, terms and conditions of this Deed by the Customer.*
- (5) *Following completion of all of the obligations of the Customer under this Deed, Essential Energy shall return any Bank Guarantee it then holds.*

A bank guarantee has been arranged between Council and National Australia Bank. Upon the bank guarantee being executed under common seal, the guarantee will be delivered to Essential Energy along with the Land Owner and Customer Deed. This will then enable construction works to commence on the pump station.

SUMMARY

The upgrading of the existing Cootha Sewer Pump Station will meet future predicted demand on the sewer network in that area for at least the next 20 years and will overcome issues related to flooding of the existing pump station.



REPORT: Proposed Closure of Unformed Road and Sale of Land in Montefiores, Wellington.

AUTHOR: Property Development Officer
REPORT DATE: 10 April 2018
TRIM REFERENCE: ID18/660

EXECUTIVE SUMMARY

A request has been received from Mr Hamish Creswell of 9 King Street (Lot 5 DP 1121945), Montefiores Estate, for the partial closure of an unformed road head adjoining his land, and for the disposal of that land to him with an adjoining Council owned lot, 11 King Street (lot 6 DP 1121945), Montefiores Estate.

The unformed road head and 11 King Street are not functional for development or required by Council for its operations. It is also uneconomical for Council to develop and service this land to create a vacant residential lot.

Consolidating the subject land into Mr Creswell's would create a residential lot that is more integrated with the surrounding subdivision pattern and would provide a lot that is more functional for the construction of a residential dwelling and associated ancillary buildings.

It is proposed to support this application for a road closure and for the sale of the closed road and 11 King Street to Mr Creswell as proposed.

ORGANISATIONAL VALUES

Customer Focused: This proposal is a property owner initiative to facilitate the construction of a single dwelling and associated residential buildings on a more functional residential lot.

Integrity: Council supports this proposal on the basis that a road closure application to NSW Crown Lands and associated public consultation process is required, giving adjoining land owners the opportunity to identify any interests in relation to the subject land.

One Team: Staff have liaised across the organisation to determine the history of the land concerned and that is not required for Councils current or future operations.

FINANCIAL IMPLICATIONS

The subject land has been offered for sale at a market value of \$29,000 exc. GST in accordance with Aspect Property – Residential Valuation Report dated 12 March 2018. All reasonable costs associated with the proposed road closure, disposal of land and consolidation will also be recovered from the applicant. These costs include Council's road closure application fee of \$2,105, surveying and plan registration, and legal costs in relation

to the subdivision. Each party will pay their own legal fees for the sale of the land. Any net proceeds from the sale of land will become available to Council's infrastructure and roads functions.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. **That Council consent to an application being lodged for the closure of the unformed King Street road head, Montefiores Estate.**
2. **That it be noted that pursuant to Section 38(2) of the Roads Act, the land will vest in Council upon closure and classified as operational land.**
3. **That upon closure, the land and adjoining Lot 6 DP 1121945, be sold to the adjacent landowner, and be consolidated with his Lot 5 DP 1121945 to create one (1) lot.**
4. **That the subject land be sold at a price of \$36,000 inc. GST with this price including recovery of costs incurred by Council in the road closure, consolidation, and disposal of the land.**
5. **That any necessary documents in relation to this matter be executed under the Chief Executive Officer's Power of Attorney.**

Alex Noad
Property Development Officer

BACKGROUND

A request has been received from Mr Hamish Creswell of 9 King Street, Montefiores, for the partial closure of an unformed road head adjoining his land, and for the disposal of that land to him with an adjoining council owned lot, 11 King Street, Montefiores Estate.

The closure of the road head and disposal of the combined land, would enable Mr Creswell to have a larger lot which is more functional for the construction of a single dwelling and ancillary residential buildings.

REPORT

Mr Creswell’s property 9 King Street, Lot 5 DP 1121945, is a battle-axe lot of 1,243m², which is of an irregular shape and dimensions.

His land is adjoined to the south by 11 King Street, Lot 6 DP 1121945 which is a triangle lot with an area of 333.9m² owned by Council, and by an unformed road head of King Street, made redundant by the redirection of King Street west to Eucalyptus Drive.

It is proposed that the northern portion of the unmade road head of approximately 607m² be closed, and that, subject to a road closure application to NSW Crown Lands being successful, the closed road head and 11 King Street be consolidated into Mr Creswell’s land to create one new lot of 2,184.6m².

The existing and proposed lot layouts are shown in Figures 1 & 2 below:

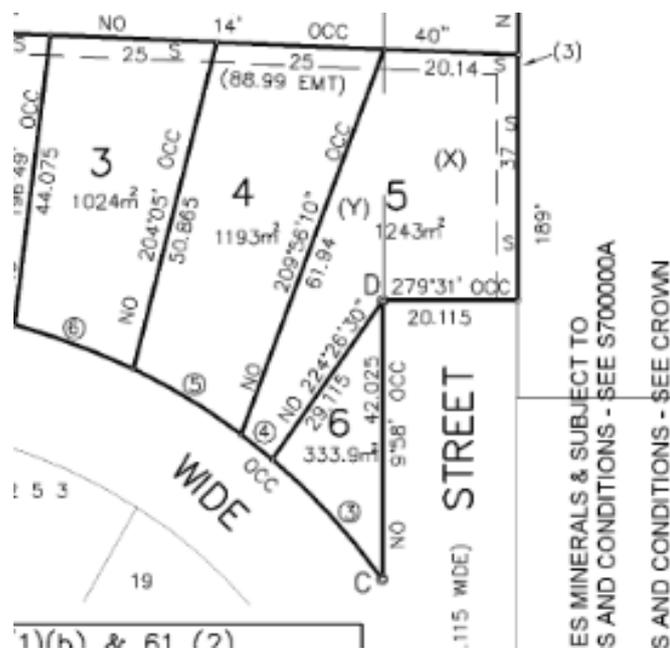


Figure 1: Extract of Deposited Plan 1121945 – Identifying Lots 5 & 6, road head, and existing lot layout.



Figure 2: Proposed Consolidated Lot - Comprising 9 & 11 King Street Montefiores and part unformed road head.

Investigation into the subject lots has identified that 9 and 11 King Street were created pursuant to Wellington Shire Council development consent DA2004/174 Residential Subdivision. Specifically, 11 King Street (Triangle - Lot 6 DP 1121945) was a residue lot transferred to Council by the developer to be consolidated with the road head to create a residential lot in Council's ownership.

The transfer of 11 King Street (Triangle - Lot 6 DP 1121945) to council was not a condition of the development consent or provided to Council for a community purpose. It appears that it was simply convenient for the developer to dispose of the residue Lot 6 to Council to avoid having to pursue the road closure application themselves. As such, Lot 6 is 'operational' land under the Local Government Act 1993 and can be disposed of subject to a Council resolution.

Neither 11 King Street nor the unformed road head are of benefit for Council's current or future operations. As a triangle, 11 King Street does not provided a functional shape for development and is not required for infrastructure augmentation works. The adjoining road head has been cut off by the subdivision and no longer provides a functional road connection to the north. Land to the north has direct access from Melaleuca Drive to the North West, or Queen Street to the East which it can more readily utilised for future development.

Further, neither 11 King Street nor the unformed road have suitable service connections for the creation of a residential lot by Council. Investigations were undertaken by Council's Design Engineers to assess the cost of creating and servicing the subject land independently of Mr Creswell's property. The estimated cost to develop would be \$57,000 (including surveying and legal costs) and exceeds the economic benefit of Council doing so. The aggregate value of the land proposed to be transferred has been valued at \$29,000.

The process of closing the road head involves publicising the proposal, and providing opportunity for any person or organisation to raise an objection or comment with regard to the future implications for the land in question. As the Road Authority, Council is responsible for undertaking the necessary public consultation and lodging the application on behalf of the proponent for the Minister's approval. For this service, Council charges a road closure application fee of \$2,105.00 (2017/2018).

The road head is currently maintained by council in respect of mowing and is traversed diagonally by a council water main which connects to King Street road reserve. As such, the road will vest in Council and it will be entitled to dispose of the land to the adjoining proponent upon closure.

The aggregate price of the land to be offered for sale will be \$29,000 exc. GST in accordance the market value determined by the Aspect Property – Residential Valuation Report. Council will also pass on any costs to the proponent for presenting the land for sale and consolidating it into one lot as proposed. Consolidating the aggregate land into one lot of 2,184.6m² is required to ensure that Mr Creswell's land does not remain in three fragmented parcels which are not suitable for residential development, and for the land to integrate well with the subdivision pattern on Montefiore's in the area.

SUMMARY

It is proposed to support the request by Mr Hamish Creswell for an unformed council road head to be closed by Council and disposed to him with 11 King Street, being a council owned lot which also adjoins his land.

This support is subject to a public consultation process and road closure application to NSW Crown Lands being successful, and the closed road head and 11 King street being consolidated with 9 King Street into one (1) lot of 2184.6m² in Mr Creswell's ownership.

It is recommended that Council consent to the lodgement of a road closure application for the unformed road head and for the disposal of the subject land to Mr Creswell as proposed.