

Please note
are yet to be confirmed as a
true record of proceedings

CONFIRMED

CITY OF BUSSELTON

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON 14 JUNE 2023

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	DECLARATION OF OPENING, ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS	2
2.	ATTENDANCE	2
3.	PUBLIC QUESTION TIME.....	2
4.	DISCLOSURE OF INTERESTS	2
5.	CONFIRMATION OF MINUTES	3
5.1	Minutes of the Airport Advisory Committee Meeting held 12 April 2023	3
6.	REPORTS	4
6.1	REVIEW OF THE AIRPORT ADVISORY COMMITTEE.....	4
6.2	BUSSELTON MARGARET RIVER AIRPORT- AIRPORT OPERATIONS UPDATE	10
7.	NEXT MEETING DATE	15
8.	CLOSURE	15

MINUTES

MINUTES OF THE AIRPORT ADVISORY COMMITTEE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 14 JUNE 2023 AT 10:00AM.

1. DECLARATION OF OPENING, ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 10:03am.

The Presiding Member acknowledged the Wadandi and Bibbulmun people as the traditional custodians of this region and paid respects to Elders past and present.

The Presiding Member advised the meeting was being recorded.

2. ATTENDANCE

Presiding Member:

Cr Phill Cronin

Members:

Cr Paul Carter

Cr Anne Ryan

Officers:

Mr Tony Nottle, Chief Executive Officer

Ms Maxine Palmer, Acting Director, Community and Commercial Services

Mrs Jennifer May, Manager, Economic and Business Development Services

Ms Jo Barrett-Lennard, Governance Officer

Apologies:

Cr Jodie Richards

Other:

Mr Matt Norton, Margaret River Busselton Tourism Association

3. PUBLIC QUESTION TIME

Responses to Previous Questions Taken on Notice

Nil

Question Time for Public

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES**5.1 Minutes of the Airport Advisory Committee Meeting held 12 April 2023****COMMITTEE DECISION**



AIR2306/094 Moved Councillor A Ryan, seconded Councillor P Carter

That the Minutes of the Airport Advisory Committee Meeting held 12 April 2023 be confirmed as a true and correct record.

CARRIED 3/0

6. REPORTS

6.1 REVIEW OF THE AIRPORT ADVISORY COMMITTEE

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Review of Committees
BUSINESS UNIT	Corporate Services
REPORTING OFFICER	Acting Director, Finance and Corporate Services - Sarah Pierson
AUTHORISING OFFICER	Acting Director, Finance and Corporate Services - Sarah Pierson
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Terms of Reference (proposed)  

COMMITTEE RECOMMENDATION

AIR2306/095 Moved Councillor A Ryan, seconded Councillor P Carter

That the Council:

1. notes the outcome of the evaluation of the Airport Advisory Committee's (the Committee) effectiveness, in accordance with clause 8 of the Committee's Terms of Reference;
2. acknowledge that while the Committee is operating effectively, increased information and training for members and more strategic involvement in LTFP and budget preparation would further improve its effectiveness and requests the CEO to consider how these can be actioned;
3. endorses the amendments proposed to the Committee's Terms of Reference as per Attachment A.

CARRIED 3/0

OFFICER RECOMMENDATION

That the Council:

1. notes the outcome of the evaluation of the Airport Advisory Committee's (the Committee) effectiveness, in accordance with clause 8 of the Committee's Terms of Reference;
2. acknowledge that while the Committee is operating effectively, increased information and training for members and more strategic involvement in LTFP and budget preparation would further improve its effectiveness and requests the CEO to consider how these can be actioned;
3. endorses the amendments proposed to the Committee's Terms of Reference as per Attachment A.

EXECUTIVE SUMMARY

Under its Terms of Reference, the Airport Advisory Committee (the Committee), at a meeting prior to the ordinary Local Government Elections, is to undertake a review to evaluate its effectiveness. Committee Members and City officers have reviewed the effectiveness of the Committee and this report presents the outcomes of that review for the Committee's consideration.

BACKGROUND

Following the 2021 Council elections, and in accordance with clause 2.2 of the City of Busselton Standing Orders Local Law 2018, Council resolved to (re-)establish the Committee and adopted its Terms of Reference (ToR), which states:

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

8.1. *At the meeting of the Committee prior to the ordinary Council elections, the Committee shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:*

- a. *are the Committee's purpose and objectives being met?*
- b. *should the purpose and objectives be amended?*
- c. *is the Committee functioning effectively and as per the requirements of the Act?*
- d. *are the Committee members regularly attending meetings?*
- e. *review the Terms of Reference, including membership.*

With Council elections to be held in October this year, officers initiated the review process.

OFFICER COMMENT

In order to facilitate the review a survey link was opened to the Committee and Deputy Committee Members of the Committee from Friday 18th April until Monday 1st May 2023. Each Member was asked to respond to the following questions and provide comments where appropriate or required:

- a. Do you feel the Committee's purpose and objectives are being met? – Yes / No / Partly.
- b. In your opinion, is the Committee functioning effectively? If no, how could this be improved?

In addition to the questions asked of Committee Members, City officers assessed the following questions through a review of attendance and minutes:

- a. Is the Committee functioning as per the functions of the Act?
- b. Are committee members' regularly attending meetings?

The table below sets out the collated responses:

Question	Collated Response
Do you feel the Committee's purpose and objectives are being met?	4 responses Yes
In your opinion, is the Committee functioning effectively?	4 responses Yes

If no, how could this be improved?	<p>More strategic considerations in LTFP and budget preparation discussions.</p> <p>The ToR be amended to insert the following <i>"Following Council elections, the CEO is to ensure those councillors elected to this Committee are provided with the current Terms of Reference, Local Government Act, Regulations, or Guidelines along with copies of any policy, local law, or document related to this Committee which will enable the member to fully understand the his/her role and function on this Committee"</i>.</p> <p>Any relevant documents added as a link at the bottom for easy reference.</p> <p>Meeting discussion could be streamlined to reduce repetition of what is in the agenda item</p>
Is the Committee functioning as per the functions of the Act?	Yes, the Committee has been established and functions in accordance with the Act
Are committee members' regularly attending meetings?	Yes

Based on the responses provided, it is recommended that the Committee is operating effectively.

As per previous Committee reviews (Finance and Audit and Risk) the suggestion with respect to additional training is noted and able to be provided. Further we have now linked the Terms of Reference document for each Committee to the relevant agendas and minutes page for ease of reference (in addition to residing on the about Council and Committees page).

With respect to amending the ToR to require relevant reference documentation to be provided to Committee members, the reference documents noted are available on the hub for Councillors. Ensuring they are more readily available to Committee members through training and having them more directly linked to the Finance Committee folder is something that can be incorporated. It is not however recommended that a specific reference is added to the ToR as the ToR set out more the purpose and objectives along with the membership and meeting frequencies of the Committee.

With respect to the ToR the following amendments are proposed (Attachment A):

- Amendment to point 3.4 to provide for appointment of new members at either the next ordinary or a special council meeting post the election. With changes to the election process (preferential voting) flexibility is required;
- Removal of the delegation to schedule and endorse dates, times and locations of meetings held by the Committee. Officers do not believe this requires a delegation.
- Amendment of point 8 evaluation of the committee's effectiveness to provide for one single Committee review report to be presented to Council as opposed to each Committee evaluating their own effectiveness. For many years officers have undertaken a review of the committees and their terms of reference (ToR) (along with working groups) and provided a report to Council with Council then determining which Committees are to continue and any changes to ToR's. This has worked efficiently and has provided Council with the opportunity to review their Committee structure. It is therefore recommended that this process be used;
- Replacement of 'shall' with 'will'.

Statutory Environment

The officer recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

Relevant Plans and Policies

There are no relevant plans or policies to consider in relation to this matter.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

No external stakeholder consultation was required or undertaken in relation to this matter.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could choose to evaluate the effectiveness of the Committee differently and / or make different of further amendments to the ToR.

CONCLUSION

An evaluation of the Committee's effectiveness is required under the Committee's ToR. This report presents an evaluation for the Committee's endorsement and recommendation to Council.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The recommendation will be implemented in time for the local government elections.



1. INTRODUCTION

- 1.1. The Council of the City of Busselton has established an Airport Advisory Committee (the Committee) under the powers given in Section 5.8 of the *Local Government Act 1995*.
- 1.2. The Airport Advisory Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act; specifically to establish and maintain liaison between stakeholders, consider policies associated with the airport and oversee development of the airport.
- 1.3. The Committee shall act for and on behalf of Council in accordance with provisions of the Act, local laws and policies of the City of Busselton and these Terms of Reference.

2. OBJECTIVE

- 2.1 The objectives of the Committee are:
 - a. To foster liaison and cooperation between the City of Busselton and all stakeholders associated with the Busselton Margaret River Airport (Airport);
 - b. To provide a forum for the discussion of issues and the formulation of suggestions and recommendations on issues associated with the Airport;
 - c. To make recommendations to Council on matters associated with the future development of the Airport; and
 - d. Consult with the community, aviation, tourism, business and government organisations about the project, operations and potential impacts of the Airport.

3. MEMBERSHIP

- 3.1. The Council will appoint four elected members to the Committee.
- 3.2. Council will appoint two elected members as deputy members of the Committee.
- 3.3. Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Council election.
- 3.4. Council will appoint new members to the Committee, in accordance with paragraphs 3.1 and 3.2, at the next meeting of Council following the Council election.
- 3.5. The membership of a member may be ceased in accordance with the Act.

4. PRESIDING MEMBER

- 4.1. The Committee will appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. MEETINGS

- 5.1. The Committee will meet at least six times per year.
- 5.2. The Committee will report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.3. Notice of meetings will be given to members at least five days prior to each meeting, with the agenda papers to be provided to members not less than 72 hours prior to the meeting.
- 5.4. The Presiding Member will ensure that detailed minutes of all meetings are kept in accordance with the Part 14 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.5. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Presiding Member will cast a second vote.
- 5.6. Where the Committee makes a recommendation to the Council, the Chief Executive Officer will ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

6. QUORUM

- 6.1. The quorum for a meeting will be at least 50% of the number of offices of membership, whether vacant or not.

7. DELEGATED POWERS

- 7.1. Pursuant to section 5.17 of the Act, the Committee is delegated the powers to note an item that does not require a recommendation to Council or further action of Council.
- 7.2. Committee recommendations, other than those made in accordance with the delegated powers in paragraph 7.1, are not binding on Council and must be endorsed by Council to take effect.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

- 8.1. At the meeting of the Council prior to the ordinary Council elections, officers will present for the Council's consideration a review as to the Committees effectiveness and ongoing relevant of the Committee.

9. TERMINATION OF COMMITTEE

- 9.1. Termination of the Committee shall be by an absolute majority decision of Council.

10. APPROVAL

Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	8 September 2021	Resolution #	C2109/201

6.2 BUSSELTON MARGARET RIVER AIRPORT- AIRPORT OPERATIONS UPDATE

STRATEGIC THEME	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy
STRATEGIC PRIORITY	3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
SUBJECT INDEX	Busselton Margaret River Airport
BUSINESS UNIT	Commercial Services
REPORTING OFFICER	Manager Economic and Business Development Services - Jennifer May
AUTHORISING OFFICER	Manager, Events and Cultural Services - Maxine Palmer
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

COMMITTEE RECOMMENDATION

AIR2306/096 Moved Councillor P Carter, seconded Councillor A Ryan

That the Council receives and notes the Busselton Margaret River Airport Operations Report.

CARRIED 3/0

OFFICER RECOMMENDATION

That the Council receives and notes the Busselton Margaret River Airport Operations Report.

EXECUTIVE SUMMARY

This report provides an overview of the operations and activities of the Busselton Margaret River Airport (BMRA) for the reporting period 1 July 2022 through 31 May 2023. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations.

BACKGROUND

The BMRA has seen continued growth in passenger numbers with Jetstar RPT services, additional closed charter flights operating during the reporting period.

Passenger Numbers

The estimated passenger numbers for the reporting period (1 July 2022 – 31 May 2023) were 125,226 compared to 58,657 for the same period in 2022, representing an increase of over 213%. The continued increase in passenger numbers can be attributed to the growth in FIFO passenger numbers across all closed charter airlines servicing Rio Tinto, BHP and FMG, and Jetstar RPT services.

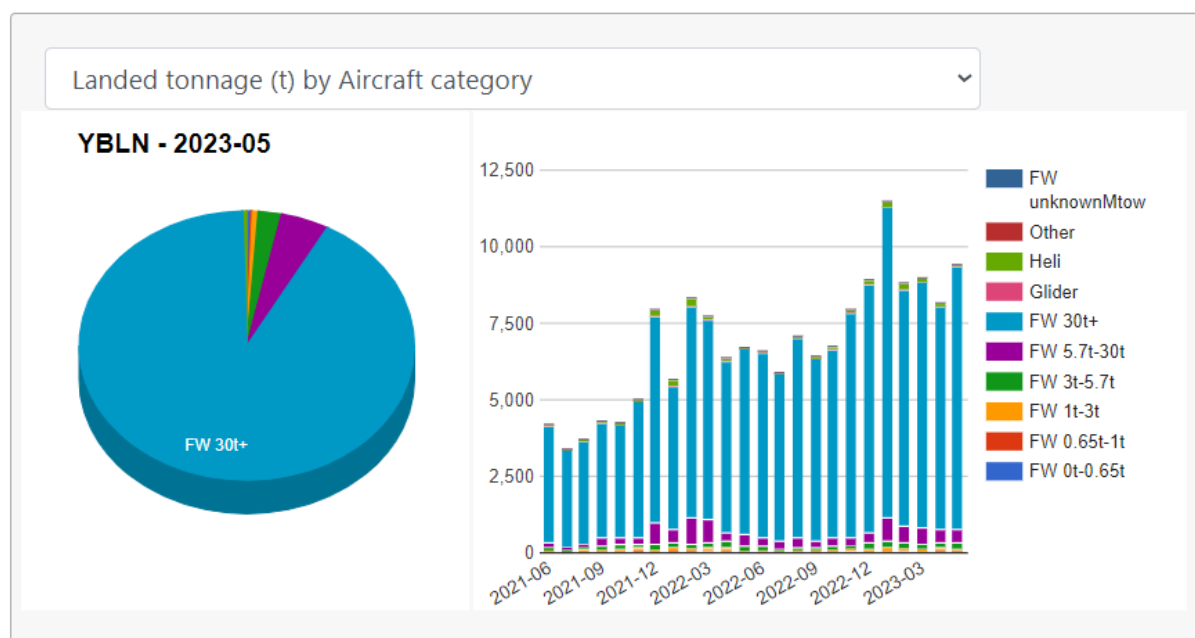
Aircraft Movements

The total number of scheduled services operating from the BMRA as of the end of the reporting period was 34 movements per week, with 31 Fly in Fly out (FIFO) closed charter and 3 RPT services. This increased from a total of 23 flights FIFO closed charter flights movements and 3 RPT from the same reporting period in 2022.

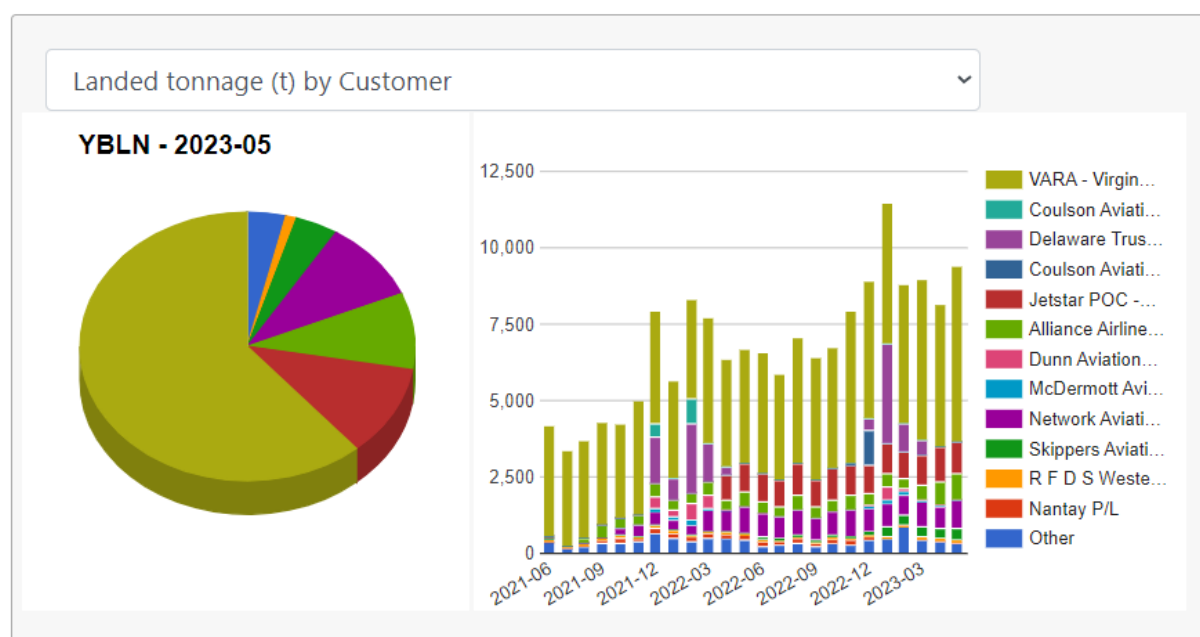
Five airlines are operating from the BMRA with RPT and closed charter services utilising aircraft types from Dash 8/300 to Airbus A320 and Boeing 737/700 aircraft servicing destinations such as Melbourne and multiple mining operations across Western Australia. Private jet/charter operations have also increased with 48 formal landing approvals granted for the reporting period utilising the Central and Southern Apron Bay 4.

The following graphs represent the breakdown of the total tonnage by category at BMRA by month trending over the period March 2021 to 31 May 2023, the highlighted section indicates the current reporting period.

Landed Tonnage by Aircraft category



Number of landings by Customer



In the 2021/22 FY the total number of landings was 5186, with 1585 aircraft above 5,700 MTOW and the 3601 below 5,699 MTOW. For the current reporting period, total landings have reached 4977 with 1,773 being aircraft above 5,700 MTOW and the remaining 3204 below 5,699 MTOW.

Operations Update

The focus for the reporting period has been on:

- The central apron edge extension is now complete. A 2m wide strip of compacted fill and asphalt has been added to the northern edge of the central apron adjacent to Bay 11. Line marking has also been completed and Bay 11 is now back in operation and being fully utilised.
- The Annual Technical Inspection (ATI) identified a number of issues within the runway strip, including the banks of the swale drains running parallel with the runway. The banks have been sprayed in preparation for re-grading.
- New concrete General Service Equipment (GSE) areas have been added to the western edges of the Central apron. These areas are now in use for storage of aircraft stairs and ground handling service equipment in closer proximity to operational bays 8-11.
- New passenger paths have been laid in front of the departures and arrivals terminals. These will facilitate adequate separation of simultaneously arriving and departing passengers and shorten the walking distances between the aircraft and terminals.
- The AVCRM paperless system is now being used for daily inspections and maintenance. A number of improvements have been identified which AVCRM are developing and expecting to be installed by the end of June.
- The Department of Fire and Emergency Services's large air tanker (LAT) bomber operations have finished for the 22/23 season. The LATs base has been demobilised and equipment removed or placed into storage on site for next season.
- The RFQ has been advertised for the installation of apron lighting to Bay 10.
- New screening lane furniture has been ordered for the passenger screening lane and expected to arrive onsite and be installed by the end of June. This will improve passenger screening experience and provide efficiencies.

Security Screening Activities

The below table gives a breakdown of the screening activities over the reporting period.

	Total hours screening point open	Number of people screened
July	37.5	2018
August	45.2	2239
September	39.5	2010
October	47	2010
November	38.7	2605
December	37.85	2222
January	37.5	2210
February	39.9	1914
March	40.8	2202
April	43	2574
Total	406.95	22,004

OFFICER COMMENT

BMRA has continuing to see growth compared to the same reporting period in 2022. Other activities that have occurred during the reporting period and continue to be the focus for the remainder of 2023 are;

- The City was notified in January that it had been successful in a Federal Government Regional Airport Program Round 3 grant application to apply a surface treatment and line marking to the General Aviation precinct aprons and taxiways to mitigate loose stones on the pavement surface. The total project cost is \$437,620 with the City contributing 50% of the total costs (\$218,810). The City has executed the grant agreement and the RFT will be issued in the new financial year.
- The City purchased an office/training transportable and facilities are currently working through the installation process. This will be a shared facility between City airport staff and the South West Aviation Services.
- Department of Transport's Financial and Asset Management Framework (SAAFMF) is progressing with the asset and financial data inputs now complete. The consultants engaged to complete the framework will visit the City on 13 June to finalise prior to scenario testing and engaging with the Department of Transport.
- The RFQ for the BMRA Noise Modelling has been awarded for the preparation of Australian Noise Exposure Forecast (ANEF) contours and Number above contours (N contours). The project started on the 10 April and a final report is to be completed to feed into the City's Town Planning Scheme Amendment being prepared later in 2023.
- Three Consulting have been engaged to prepare a new BMRA master plan and have met with a range of stakeholders in May. They are currently working on the demand forecasts and airline strategy that will feed into the master plan.
- Officers have commenced reviewing the new terminal designs prior to preparing a design brief for an RFQ to develop design documentation suitable for Federal and State government funding applications. Once the design documentation has been prepared, a detailed quantity surveyor (QS) cost estimate will be sought.
- Officers are working with the South West Development Commission (SWDC) to apply for state government funding to undertake a business case for the construction of the new terminal. To inform the business case the following works will need to be completed: airport master plan, terminal design review and QS cost estimates, passenger forecast and route development analysis, financial model, economic and social impact assessments and cost benefit analysis.

Statutory Environment

The BMRA operates in accordance with the following:

- *Aviation Transport Security Act 2004*
- *Aviation Transport Security Regulations 2005*
- CASA part 139 Manual of Standards (Aerodromes)
- City of Busselton Transport Security Plan
- Ministerial Statement 1088.

Relevant Plans and Policies

The officer recommendation aligns to the BMRA Master Plan (2016-2036) and the Busselton Margaret River Airport Noise Management Plan 2022.

Financial Implications**Revenue**

The actual YTD revenue for the reporting period is \$3,991,505 compared to the projected YTD budget of \$2,363,906. Revenue areas that exceeded budget projections are as follows:

- Annual landing fees - \$1,301,997 actual compared to \$813,243 budgeted;
- Car parking income - \$1,006,358 compared to \$430,044 budgeted; and
- Head Taxes/Passenger Fees - \$1,121,424 compared to \$888,556 budgeted.

Expenditure

Actual expenditure for the reporting period is \$1,286,854 compared to the YTD budget of \$655,250. Higher than projected expenditure for the reporting period can mainly be attributed to the timing of expenditure for the airline attraction program, consultancy, contractors and purchase of materials compared to the projected budget timings. The net operating position for the reporting period is a surplus of \$2,704,651 compared to the YTD budget surplus of \$1,708,656. These figures are not including depreciation and Airline Attraction expenses.

Stakeholder Consultation

Consultation has been occurring on a regular basis with Department of Transport, South West Development Commission, Tourism WA, Australia Southwest, airport stakeholders, Department of Home Affairs - Aviation Marine Security (AMS), Civil Aviation Safety Authority (CASA), Air Services Australia, Virgin Australia Regional Airline, Qantas Group, Southwest Aviation Services, the Busselton Aero Club, Albany, Esperance, Geraldton Airports and Australian Airports Association, concerning many topics and issues relating to the Airport.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Airport Advisory Committee may choose not to receive and note the Busselton Margaret River Airport Operations Report.

CONCLUSION

Officers continue to strive to provide a high level of customer service at the BMRA, while ensuring the airport is compliant, safe and security is maintained throughout. The commencement of Jetstar RPT services has identified a number of operational actions and infrastructure investment requirements that are being progressed at the moment.

The Airport team continue to focus on the new BMRA Master Plan, achieving operational efficiencies and business and commercial development initiatives that have been deferred to date.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

11:17am: At this time, Mr Nottle left the meeting.

7. **NEXT MEETING DATE**

Wednesday, 9 August 2023

8. **CLOSURE**

The meeting closed at 11:19am

THESE MINUTES CONSISTING OF PAGES 1 TO 15 WERE CONFIRMED AS A TRUE AND
CORRECT RECORD ON WEDNESDAY, 9 AUGUST 2023.

DATE: 9 Aug 23

PRESIDING MEMBER:

