

Committee: Airport Advisory Committee

Responsible Directorate: Community and Commercial Services

Version: Current

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 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.

3. MEMBERSHIP

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

4. PRESIDING MEMBER

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

5. MEETINGS

- 5.1. The Committee shall meet at least two times per year.
- 5.2. The Committee shall report to Council in accordance with clause 2.10 of the *City of Busselton Standing*

- 5.3. Notice of meetings shall be given to members at least five days prior to each meeting, with the agenda papers provided to members not less than 72 hours prior to the meeting.
- 5.4. The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *City of Busselton Standing Orders Local Law 2008*.
- 5.5. All members of the Committee shall have one vote. If the vote of the members present is equally divided, the Presiding Member shall cast a second vote.
- 5.6. Where the Committee makes a recommendation to the Council, the Chief Executive Officer shall ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.
- 5.7. Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by a simple majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

6. QUORUM

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

7. DELEGATED POWERS

- 7.1. The Airport Advisory Committee has been established by a decision of Council but does not have any delegated powers. Committee recommendations shall not be 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 Committee prior to the ordinary Council elections, the Committee shall undertake a 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 *Local Government Act 1995*?
 - d. are the Committee members regularly attending meetings?
 - e. review the Terms of Reference, including membership.

9. TERMINATION OF COMMITTEE

- 9.1. Termination of the Committee shall be:
 - a. in accordance with the *Local Government Act 1995*; and
 - b. by a decision of Council.

10. APPROVAL

Council Adoption	DATE	25 September 2019	Resolution #	C1909/191
Previous Adoption	DATE	21 October 2013	Resolution #	SC1310/186