

## AIRPORT ADVISORY COMMITTEE

\* *Proposed for re-establishment on 14 October, 2015.*

### Terms of Reference

#### 1. Introduction

The Council of the City of Busselton establishes an Airport Advisory Committee under the powers given in Section 5.8 of the *Local Government Act 1995*.

The Council appoints to the Committee those persons whose names (*shall*) appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 21 October, 2017, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

#### 2.0 Name

The name of the Committee shall be the Airport Advisory Committee.

#### 3.0 Objectives

- 3.1 To foster liaison and cooperation between all stakeholders in the Busselton Regional Airport and the City of Busselton;
- 3.2 To provide a normalised, proper and formalised forum for the discussion of issues and the formulation of suggestions and/or recommendations on issues associated with the airport;
- 3.3 Make recommendations to Council on matters associated with the future development of the Airport.

#### 4.0 Membership

4 Elected Members shall be appointed to the Committee.

Councillor  
Councillor  
Councillor  
Councillor

2 Deputy elected members shall be appointed for the Committee.

Councillor  
Councillor

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

## 5.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Busselton Standing Orders Local Law*.

## 6.0 Meetings

The Committee shall meet at least twice annually and shall report to Council annually as a minimum.

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Shire of Busselton Standing Orders Local Law*.

6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

## 7.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

## 8.0 Delegated Powers

Nil.

The Airport Advisory Committee has been established as an Advisory Committee only and does not have any delegated powers.

## 9.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the *Local Government Act 1995*; and
- b) At the direction of Council, not exceeding 21 October, 2017.

## 10.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

## 11.0 Committee Recommendations

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

<b>History</b>	
21 October, 2013	SC1310/186 Membership
9 October, 2013	C1310/267 Establishment

12 October, 2011	C1110/315
14 July, 2010	C1007/252 Establishment