

	District Council of Grant Mount Gambier Airport Advisory Committee Terms of Reference	Version Number:	2.0
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The District Council of Grant owns and operates the Mount Gambier Airport to licensed standards in accordance with the Civil Aviation Act 1998, Regulations and orders. The Airport operates within the guidelines provided by CASA1 and OTS2, Council Policies, Procedures and By-Laws and other relevant legislation.

Council views the Airport and its facilities as a Community Asset, and accordingly takes pride in its presentation to the public. Council also encourages appropriate use and development of this asset by the public and community groups.

The Airport operates as a self-funded business unit of Council and all operational expenditure, revenue, capital expenditure, and application of surplus or deficit funds are required to be managed within this self-funded business unit.

1. Name

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

2. Membership

The membership of the Committee shall comprise;

- Five (5) Elected Members of the District Council of Grant
- One (1) Elected Member of the City of Mount Gambier
- One (1) Air Transport Operators
- One (1) Representative of the Mount Gambier Aero Club
- One (1) Representative from the business community
- One (1) Representative from the tourism community

The Presiding Member shall be elected by the Members of this Committee.

In the event that the Mayor of the District Council of Grant is not a member of the Committee, they shall be an "ex-officio" member.

3. Term of Office

- Elected Members are appointed by Council for four (4) years following each periodical Council Election.
- The Air Transport Operators and the Mount Gambier Aero Club determine their representatives and the term of office for those persons, and will advise Council of such arrangements in writing.

¹ *Civil Aviation Safety Authority* – regulatory body responsible for ensuring airports are operated in a safe manner as per their Manual of Standards Part 139.

² *Office of Transport Security* – part of the federal Department of Infrastructure. Oversees the implementation of airport security procedures as detailed in the Aviation Transport Security Regulations (2005)

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- A person may be removed from membership of the Committee by resolution of the Council.

4. **Administrative Support**

The Chief Executive Officer, Airport Manager, and Airport Compliance Officer will provide administrative support, reports, and advice to the Committee, and shall attend each meeting of the Committee.

5. **Role of the Presiding Member**

The Presiding Member of the Committee shall:

- Preside at all meetings of the Committee and in the event of the Presiding Member being absent from a meeting, the members present shall appoint a member to preside for that meeting or until the Presiding Member is present.
- Preserve order at meetings so that the business may be conducted in due form and with propriety.
- Upon confirmation of the minutes, sign them in the presence of the meeting.
- Be an official spokesperson for the Committee.

6. **Aims and Objectives**

The aims and objectives of the Committee are to consider various issues and initiatives, and recommend actions to Council to:-

- Maintain and improve the Airport infrastructure.
- Provide services and amenities at the Airport for the improved use and enjoyment by users of the facilities.
- Encourage public interest and support for the development and management of the Airport and its amenities.
- Co-ordinate and facilitate all efforts towards further development of the Airport and its facilities.
- Consider and advise on the care, protection, management, operation and improvement of the Airport and its amenities.
- Consider and plan for the long term financial objectives of the Airport
- Carry out such other matters, purposes and things incidental to and in furtherance of the aims and objectives as set out above.

7. **Functions**

The functions of the Committee are to undertake appropriate action in pursuance of the above objects. Such actions shall include, but not be limited to, the following:-

- To consider any research, investigation, survey or inquiry relative to the existing or proposed services, facilities or amenities within the Airport.
- To consider the requirements of all users of the Airport facilities.
- To review the existing services and facilities provided at the Airport, and to keep them

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under review, including fees and charges.

- To liaise and consult with persons, groups and organisations in relation to the Airport operations.
- To actively promote the Airport within the region.
- To regularly report to, and consult with, the Council on the progress and performance of the Committee and the Airport operations.
- To consider compliance matters associated with all users of the Airport, By-Laws, Regulations or Rules applicable within the Airport, and to advise the Council in respect of any suggested By-Laws, Regulations or Rules, or amendments to any existing By-Laws, Regulations or Rules applicable to the Airport operation.
- To consider such other acts, as are incidental to, or conducive to the attainment of the aims and objectives of the Committee.

8. Calling and Timing of Meetings

- Ordinary meetings of the Committee shall be held four times a year, or as required, at times and places determined by the Committee, taking into account the availability and convenience of Members of the Committee.
- Each Member of the Committee, at the time that notice of a meeting is given, is to be supplied with a copy of any documents or reports that are to be considered at the meeting, so far as this is practicable.

9. Proceedings of Meetings

- The Meetings of the Committee shall be conducted in accordance with Sections 87- 91 of the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations 2013. Further, the Committee is subject to the operation of Part 2 of the Regulations.
- The meetings of the Committee are open to the public.
- All members of the Committee will have equal voting rights in respect of all motions put to a Committee Meeting.
- The Presiding Member of the Committee or the Member of the Committee appointed to preside over the meeting in the absence of the Presiding Member, has a deliberative vote on any matter arising for decision at the meeting, but does not have a casting vote in the event of an equality of votes.
- No business can be transacted at a Committee meeting unless a quorum is present.
- A quorum is ascertained by dividing the total number of Members of the Committee by two, ignoring any fraction resulting from the division, and adding one.
- If at any meeting there is not a quorum present within 30 minutes after the time appointed for the commencement of the meeting, or if at any time after the meeting has commenced and before any business to be transacted is completed, there is not a quorum present, the meeting shall be adjourned to another time and date in accordance with the provisions of the Local Government Act.

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10. Members to Disclose Interest

- A Member of the Committee has an interest in a matter before the Committee if the member or a person with whom the member is closely associated would, if the matter were decided in a particular manner, receive or have a reasonable expectation of receiving a direct or indirect pecuniary or non-pecuniary benefit or suffer or have a reasonable expectation of suffering a direct or indirect pecuniary or non-pecuniary detriment.
- A Member of the Committee who has an interest in a matter before the Committee of which he or she is a member must declare the interest to the Committee.
- A disclosure made must be recorded in the minutes of the Committee.
- A Member of the Committee who has an interest in a matter before the Committee must not :-
 - i. Propose or second a motion relating to the matter
 - ii. Take part in discussion by the Committee relating to that matter.
 - iii. While such discussion is taking place, be in, or in the close vicinity of the room in which the matter is being discussed.
 - iv. Vote in relation to the matter.
- A Member of the Committee who has disclosed an interest in a matter may, by permission of the Committee, attend during proceedings of the Committee on the relevant matter in order to ask or answer questions, provided that the meeting is open to the public, the Member withdraws from the room after asking or answering the questions, and the Member does not in any other way take part in any debate or vote on the matter.

11. Reporting to Council

The Committee Minutes will be provided to Council for endorsement and/or consideration of recommendations of the Committee.

In recognition of past membership of this Committee from City of Mount Gambier, Agendas and Minutes from Committee Meetings will be provided to the City of Mount Gambier as a valued stakeholder.

12. Financial Responsibility

- The Committee has no authority to expend funds in relation to the Airport operations.
- The Committee shall each year consider a report from the Airport Manager on the financial requirements for the operation of the Airport during the financial year next.
- The Council shall maintain records of all income and expenditure incurred in relation to the Airport operation in accordance with all Australian Accounting Standards and these records will be incorporated into the Council's Financial Records and Statutory Reports.

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13. Delegation of Powers

The Council pursuant to Section 44 (2)(a) of the Local Government Act, 1999, delegates to the Committee, for the purpose of achieving its aims and objectives, and subject always to the provisions of the Local Government Act, the following powers:-

- To call tenders as required for the Airport operations, in accordance with the provisions of the Local Government (Financial Management) Regulations 2011, and Council's Procurement and Tender Policy, but this delegation does not extend to awarding of any tender or contract.
- To establish Sub-Committees for specific purposes. Each Sub-Committee must have at least one Member of the Committee as part of its membership.

14. Dissolution

In accordance with Section 41 (12) and (13) of the Local Government Act 1999, no civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or Committee's powers, functions or duties. Further, a liability that would, but for this clause attach to a member of the Committee attaches instead to the Council.

15. Liability of Members

In accordance with Section 41(12) and (13) of the Local Government Act 1999, no civil liability attaches to a member of a committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or committee's powers, functions or duties. Further, a liability that would, but for this clause attach to a member of a committee attaches instead to the Council.

16. Alteration of Terms of Reference

The Council, may at any time, either on its own initiative or at the request of the Committee, alter, delete or add to any provisions of these Terms of Reference. In doing so, the Council will consult with the Committee prior to adoption.

Action	Date	Minute Reference
Adopted by Council	16/06/1989	DCMG
Amended	07/05/2001	0116 (4)
Amended	15/09/2014	14117.1.2
Amended	01/12/2014	14140.1.7
Amended	06/06/2016	16066.1
Amended	04/06/2018	18080.1.2