

**Wagga Wagga City Council**

**AIRPORT ADVISORY  
COMMITTEE**

**TERMS OF REFERENCE**

**December 2017**



**CITY OF WAGGA WAGGA  
AIRPORT ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**1. Status and Name**

- 1.1. The Committee shall be known as the “Airport Advisory Committee” (hereinafter referred to as “the Committee”).
- 1.2. This Committee is a Committee of Wagga Wagga City Council (hereinafter referred to as “the Council”) pursuant to and in accordance with provisions contained in the Local Government Act 1993 and the Local Government (General) Regulations 2005.

**2. Established**

The Committee is established by Council Resolution No. 16/332 on 5 December 2016.

**3. Purpose and Objectives**

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

- a) Facilitate communication between Council and users of Wagga Wagga Airport
- b) Engage and contribute to future planning and development of Wagga Wagga Airport
- c) Provide recommendation on the financial performance, annual budget and capital expenditure (excluding endorsed fees and charges).
- d) Provide services and amenities at the Airport for the improved use and enjoyment by users of the facilities
- e) Encourage public interest and support for the development and management of the Airport and its amenities
- f) Consider and advise on the care, protection, management, operation and improvement of the Airport and its amenities
- g) Consider and plan for the long term financial objectives of the Airport
- h) Carry out such other matters, purposes and things incidental to and in furtherance of the aims and objectives as set out above

**4. Operational Support**

The Committee is nominated as a fully serviced committee by the Council. This means that the Council is responsible for:

- a) Preparation of minutes, reports and agendas;
- b) Providing professional staff and minute taker to attend meetings if required;
- c) Provide Code of Conduct or Induction training to Committee members;
- d) Providing feedback on Council decisions to the Committee;

- e) Provision of a meeting venue and refreshments as appropriate;
- f) Provision of insurance coverage for the Committee as appropriate;
- g) Provision a staff member to attend in an advisory capacity when required or requested;
- h) Placing agendas on the Council's website and where appropriate inviting members of the public to attend as observers;
- i) Inclusion in the agenda an item for General Business. These items will only be recorded in the minutes should a resolution ensue. These items will be subject to disclosures of interest where applicable;
- j) Responding where appropriate to requests from the Committee to obtain from Council officers reports or recommendations related to an agenda item;
- k) Ensuring that agendas will be forwarded to committee members, all Councillors and the General Manager at least three working days prior to a meeting;
- l) Completing the Minutes, with an attached report including any recommendations of Council officers to the next Council Standing Committee meeting.

## 5. Function and Role

The functions of the Committee are to undertake appropriate action in pursuance of the Committees purpose and objectives. Such actions shall include, but not be limited to, the following:

- a) To consider any research, investigation, survey or inquiry relative to the existing or proposed services, facilities or amenities within the Airport
- b) To consider the requirements of all users of the Airport facilities
- c) To consider the draft budget and proposed fees for the forthcoming financial year and recommend to Council for public exhibition and adoption.
- d) To review the financial performance of the airport and provide recommendations on improving financial performance through increasing passenger numbers and gaining operational efficiencies.
- e) To liaise and consult with persons, groups and organisations in relation to the Airport operations
- f) To actively promote the Wagga Wagga Airport within the region
- g) To regularly report to, and consult with, the Council on the progress and performance of the Committee
- h) To consider such other acts, as are incidental to, or conducive to the attainment of the aims and objectives of the Committee

## 6. Membership

6.1 Membership of the Committee is determined by Council and will have a maximum of six voting members comprising of the following:

(a) Voting Members

- One representative from Qantas Airlines
- One representative from Regional Express Airlines
- Two Councillors
- One Aviation Industry Representatives (AIRs)
- One representative from Wagga Wagga Business Chamber

(b) Non-Voting Members

- One representative from Defence
- One representative from JetGo Airlines
- Two Aviation Industry Representatives (AIR's)
- General Manager
- Director Commercial Operations
- Airport Facility Manager

(c) Alternate Representative

Where a Committee member is a representative of an organisation, community or interest group, or User/Hirer representatives, an alternate representative may be nominated to attend meetings of the Committee in lieu of the nominated representative and when so attending shall have the same representation and voting rights of the nominated representative. The name of the alternate representative should be forwarded to a relevant Council staff member prior to the meeting.

6.2 Selection of Members of the Committee

Organisation, Community and Interest Groups and User/Hirer representatives are appointed in accordance with the process detailed in Council's policy entitled "Appointment of Organisation, Community and Individual Citizen Members to Council Committees".

6.3 The Committee at its discretion, may co-opt additional members from time to time (referred to as co-opted members) to provide specialist advice or assistance in the Committee's deliberations of any matter, but such co-opted members shall serve on the Committee only for the period of time required by the Committee, and will not, whilst serving as a co-opted member, have any voting rights.

6.4 The Committee may:

- (a) invite observers, citizens or other representatives to attend meetings of the Committee for the purpose of clarifying any matters under consideration by the Committee;
- (b) from time to time, invite people to attend meetings of the Committee to make representations or provide expert advice on matters of interest to and under consideration by the Committee provided that such invited persons shall not have any voting rights.

## 7. Authorities

The Committee is appointed under the provisions of the Local Government Act (1993) and the Local Government (General) Regulations 2005, and the Committee shall abide at all times with the terms of reference of this constitution.

Any authorities conferred upon the Committee under this constitution may be varied or revoked by resolution of the Council at any time.

## 8. Terms of Office

- 8.1 The Committee may be dissolved by resolution of the Council at any time but otherwise individual members shall cease to hold office at May 30 2021 when applications will be called.
- 8.2 Committee members may be re-appointed by the Council following a general election at the Council's absolute discretion.
- 8.3 The Council reserves the right to determine the appointment of all members and member Organisations, Community or Interest Groups of User/Hirers of the Committee.

## 9. Vacation of Office

- 9.1 The office of an elected, appointed or representative member of the Committee shall become vacant:
  - a) Upon his/her death.
  - b) If she/he becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit,
  - c) If he/she becomes a medically confirmed mentally incapacitated person
  - d) If he/she resigns his/her membership by notice in writing to the Committee.
  - e) If he/she is absent for more than three (3) consecutive meetings without prior leave of the Committee.
  - f) If he/she ceases to be a member of the organisation which he/she represents.

- g) If he/she holds any office for profit with the Council.
- h) If he/she commits any breach of this Terms of Reference.
- i) If he/she is convicted of any indictable offence or of any summary offence related to dishonesty.
- j) If he/she is disqualified or dismissed from holding civic office
- k) If the committee is dissolved by the Council.
- l) If the position is used for any pecuniary interest of the individual.

9.2 Where a person who ceases to be a member of the Committee pursuant to paragraph 9.1 of this Clause was appointed by an Organisation, Community or Interest group or user/hirer as its representative, that Organisation Community or Interest Group or user/hirer shall, subject to the Council's approval of its nominee, fill the vacancy so created.

9.3 Where such person was directly appointed by the Council, the vacancy shall be filled by the Council.

### **10. Chairperson and Deputy Chairperson**

10.1. The Committee shall, at its first meeting following appointment, elect one of its Councillor representatives appointed under *clause 6* to be Chairperson of the Committee and one of its voting members appointed under the same clause to be Deputy Chairperson.

10.2. The Deputy Chairperson shall act in the absence of the Chairperson.

### **11. Voting at Meetings of the Committee**

11.1. Voting on all matters will be by division otherwise made, in which case the voting shall be by show of hands.

11.2. Each member of the Committee entitled to vote, shall have one vote, provided that in the event of an equality of votes, the chairperson presiding at the meeting shall have a casting vote as well as an original (deliberative) vote.

11.3. A proposition which receives a majority of votes (i.e. more than half) of the voting members present shall be a decision of the Committee.

11.4. It shall be the duty of the chairperson at a meeting of the Committee to receive and put to the meeting any lawful motion or amendment brought before the Committee.

11.5. The Minutes of the Committee meeting shall record all decisions of the Committee and shall record all decisions which are determined upon the casting vote of the chairperson.

11.6. Any voting member of the Committee may request that their name be recorded in the Minutes of a meeting as having voted against a recommendation of the Committee, and such shall be recorded in the Minutes.

## 12. Quorum

- 12.1. A quorum shall comprise half plus one of the appointed voting members of the Committee.
- 12.2. Should a quorum not be present at the start of, or during, any meeting, the voting members present may decide that the Agenda items continue to be discussed, however any agreement or decision so made shall be recorded in the Minutes as “No quorum - decision of the members present”, and not as a recommendation of the Committee.
- 12.3. The names of the Committee members present, whenever a quorum is not present, shall be recorded in the Committee minutes, and the reason as to why a quorum was not present.

## 13. Meetings

The Committee is to meet quarterly, or as determined by the Committee.

Committee meetings will not normally be open to the general community; however the Committee may invite members of the community to attend meetings as observers or to provide relevant information as required as set out under *clause 6* above.

## 14. Notice of Meetings and Agenda/Business Paper

- 14.1. A Notice calling for Agenda Items will be forwarded to the members at least two weeks prior to the meeting.
- 14.2. A Notice of, and an Agenda and Business Papers for, every meeting of the Committee shall be forwarded at least one week working days prior to the date of the meeting to:
  - (a) each member of the Committee both voting and non-voting
  - (b) the Mayor and all Councillors
  - (c) Council's General Manager and Directors
- 14.3. Items submitted for inclusion on the agenda by any of the Committee members or representatives are to be lodged with the Committee's nominated secretary a minimum of two weeks prior to the meeting to allow time to prepare information and/or report on the matter.
- 14.4. Provision will be made on each agenda for Business/Questions with notice to be raised at each meeting.

## 15. Conduct of Proceedings

- 15.1. The delegations outlined in this constitution confer powers upon the Committee that effectively make the Committee the Council in the specific areas outlined in the Functions and Roles of the Committee (see *clause 5*).

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- 15.2. Proceedings at all meetings shall be conducted in accordance with the provisions of Council's Code of Meeting Practice applicable to meetings of committees of Council. This includes disclosures of pecuniary and non-pecuniary conflicts of interest interests (*see clause 18*).
- 15.3. The Committee may determine other procedures for conduct of meetings so long as they are not inconsistent with this Terms of Reference.
- 15.4. Committee Members will be required to comply with the Council's Code of Conduct.

### **16. Minutes**

- 16.1. Minutes from each meeting shall be made containing details of all matters considered and the Committee recommendations formulated.
- 16.2. The Minutes must specifically include all decisions made by the committee exercising Council's delegated authority.
- 16.3. Within one (1) week of the meeting, a copy of the minutes is to be circulated to all members of the Committee and the Council.
- 16.4. The Minutes and recommendations of the Committee will be submitted to it's the next available Ordinary Council Meeting.
- 16.5. The recommendations of the Committee shall not be a resolution of Council until such time as it is adopted by Council and until that occurs a Committee's recommendation shall have no effect.
- 16.6. The Minutes of all meeting shall record the names of:
  - a) all voting members, including any alternate representative, present and their representation on the Committee
  - b) all non-voting staff members present
  - c) any co-opted, or invited non-voting people who attend the meeting
- 16.7. The Minutes must be prepared in accordance with the Council's Code of Meeting Practice.

## 17. Reports and Correspondence for Committee

17.1. The Agenda for meetings shall include:

- a) acknowledgement of Country
- b) the Minutes of any previous meeting for confirmation as to accuracy of the proceedings and decisions of the meeting;
- c) reports from Council officers on matters and on correspondence received by the Committee on matters the domain of the Committee's function and role;
- d) any correspondence or matter submitted by a member of the Committee under *clause 14*.

17.2. The agenda shall not include any business which is, or the implementation of the business would be, unlawful.

17.3. Any correspondence relevant to an item on the agenda under the Committee's consideration may be included in the agenda as long as it is provided it is provided to the Committee with the agenda and business papers.

17.4. The Chairperson shall determine whether any correspondence tabled otherwise than in accordance with *clause 17.3* is to be considered by the Committee and then require a motion confirming the urgency of the item tabled.

17.5. Any report, correspondence or material tabled and accepted at the meeting, which was not included in the agenda, must be recorded in the Minutes of the meeting and annexed to the minutes when distributed under *clause 15*.

## 18. Disclosure of Interests

18.1. Conflicts of Interest.

- a) The first item on the agenda of all Committee meetings, other than that held annually for election of the Chairperson (after apologies/requests for leave of absence) shall be the declaring of conflicts of interest.
- b) In declaring the nature of a conflict of interest at a meeting, the member, adviser, staff member or delegate must ensure that:
  - i. The details are sufficient to enable other Committee members and the public to appreciate in general terms the connection of the person with this matter under consideration.
  - ii. The disclosure does not reveal sensitive information which is not relevant to the matter before the Committee.
  - iii. The disclosure does not reveal information which may be unnecessarily damaging to the reputation of some person(s) with whom the person disclosing is associated.

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- iv. The disclosure will not unnecessarily prejudice a sensitive commercial or legal situation.

### 18.2 Disclosure to be Recorded.

A disclosure made at a meeting of a Committee must be recorded in the Minutes of the meeting.

### 19. Media and communication

The Chairperson is the spokesperson for all media and communication inquiries relating to the Airport Advisory Committee.

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Signed by the General Manager this ..... day of .....

..... General Manager.

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*Signed*

*NB: This Constitution is in draft form pending adoption by the Advisory Committee at its first meeting. After adoption the General Manager will execute the document as the formally recognised Constitution for the Committee.*