



TITLE

Central Highlands Regional Council Emerald Airport Advisory Committee.

PURPOSE

The Emerald Airport Advisory Committee is chaired by Council and provides advice and recommendations for developing and creating effective networks and partnerships between Central Highlands Regional Council, airport users, community, and business. The Emerald Airport Advisory Committee provides a focus on ensuring the regions Airport and Aerodrome Landing Strips effectively meet future aviation demands, identifies economic development and tourism opportunities that support growth and sustainability of regional airport assets.

OBJECTIVES

- Provide a forum for engagement, consultation and communication with airport users including the local business sector and the community;
- Develop an understanding of the legislative framework airports operates under and incorporate into all matters considered;
- Contribute to future planning considerations;
- Contribute recommendations for airport sustainability through economic development, tourism; and other commercial activities including surrounding airport land and airside areas.

PRINCIPLES AND PROTOCOLS

In order to deliver on strategic objectives and planned activities the committee members must work in a collaborative manner in raising concerns, agreeing on tasks and actioning tasks. Members recognise shared accountability and shared responsibility for success.

All Emerald Airport Advisory Committee members will ensure there is appropriate and suitable representation at committee meetings unless alternative arrangements such as apologies and reports have been submitted prior to the meetings.

Emerald Airport Advisory Committee members shall share information by circulating any information prior to the meeting thereby allowing fellow members time to consider the information.

The responsibility for normal day to day operational matters for the airport facilities will be handled through the normal management structure of Council.

CONFIDENTIALITY

Members of the committee are to respect the confidentiality of information and documents to which they have access in the course of or arising from their engagement with the Emerald Airport Advisory Committee.

Members must not, during their engagement with the committee, directly or indirectly use or disclose (or attempt to use or disclose) any Confidential Information for any unauthorised purpose, including any benefit to themselves or any other person.

Members must ensure secure custody of Confidential Information in their control or possession and use best endeavours to prevent the use or disclosure of Confidential Information by any person.

These restrictions do not apply to:

- Information that is used or disclosed with Central Highlands Regional Council's prior consent;
- Information that is required by law to be disclosed; and
- Information that is in the public domain.

If members are uncertain about whether information is confidential information, they must immediately seek guidance from Council's General Manager Customer & Commercial Services or Manager Governance. Until an answer is received, information is to be treated as Confidential Information.

Confidential Information is any information identified or marked as confidential by Central Highlands Regional Council (including information provided prior to the date of endorsement of these terms of reference). For the purposes of this definition, includes (but is not limited to):

- Trade secrets of Central Highlands Regional Council;
- Central Highlands Regional Council's policies, systems and protocols;
- Information about the business and affairs of Central Highlands Regional Council such as pricing information, marketing or strategic plans, commercial and business plans, financial information and data, and operational information and methods;
- Information about clients or customers of Central Highlands Regional Council, such as their specific requirements, arrangements, and past dealings with Central Highlands Regional Council; and
- Confidentiality shall remain until such time as all of the confidential information has fallen into the public domain or until agreed otherwise in writing by Central Highlands Regional Council.

CONFLICT OF INTEREST

Where a member of the committee has a prescribed conflict of interest¹ in a matter, the member must not participate in a decision relating to the matter and must inform the meeting of the interest, including prescribed particulars, as appropriate. The member must not participate in a decision relating to the matter and must inform the Local Government meeting or Chief Executive Officer (or delegate) of the interest, including prescribed particulars, as appropriate.

If a member has a declarable conflict of interest², the member must stop participating and not further participate in the decision and must inform a Local Government meeting or the Chief Executive Officer (or

¹As defined by Chapter 5B Part 2 of the Local Government Act 2009.

²As defined by Chapter 5B Part 3 of the Local Government Act 2009.

delegate) of the declarable conflict of interest, including prescribed particulars. Unless the member voluntarily decides not to participate in the decision, eligible members must, by resolution, decide whether a member with a declarable conflict of interest may participate in the decision and may also impose conditions on the member's participation.

COMMITTEE MEMBERSHIP

Membership of the Airport Advisory Committee shall consist of:

Chairperson: Councillor, Central Highlands Regional Council

Members: Councillor, Central Highlands Regional Council
Councillor, Central Highlands Regional Council
Stakeholder Representative – Airport Business User
Stakeholder Representative – Local business (outside of airport operators)
Stakeholder Representative – Community Member
Stakeholder Representative – General Aviation User
Central Highlands Regional Council Executive Leadership Team member
Manager Airport, Central Highlands Regional Council
Central Highlands Development Corporation

QUORUM

The Quorum for the Emerald Airport Advisory Committee will be 6 members of which must include:

1. The Chair.
2. At least one Councillor.
3. At least one Stakeholder Representative.

If the Chair is unable to attend a meeting, the Chair may nominate another person for the Chair. Should no person be nominated, another Councillor will perform the function of the chair.

MEMBER APPOINTMENT AND TENURE

- Members will be appointed to the Airport Advisory Committee for a term of 3 years.
- Members can be reappointed.
- Officers of the Central Highlands Regional Council will be part of the committee for the terms of holding their office.
- Stakeholder Representative members to the Airport Advisory Committee will be appointed to the committee by endorsement to the positions by a General Meeting Resolution of the Central Highlands Regional Council.

MEETING FREQUENCY

The frequency of these meetings shall be quarterly (every three months), unless otherwise determined by the Manager Airport, Central Highlands Regional Council in consultation with the Chairperson.

AGENDA

Discussion at the Emerald Airport Advisory Committee meetings will be controlled through an agenda. Agenda items can be submitted for consideration by any committee member and should be submitted seven days before the meeting. The agenda will be circulated to all committee members five days prior to the meeting.

CONDUCT OF MEETINGS

The Emerald Airport Advisory Committee will formulate and make recommendations in a consensus decision making approach in an acknowledgement of the membership and role that the advisory committee plays in Council's decision-making framework. The committee may invite other parties to the meeting based on matters of interest in the pursuit of the committee objectives.

RECORDING OF MINUTES

Accurate and concise minutes will be recorded at each meeting and all agreed actions should include the responsible person's name and an action by date. The minutes will be distributed to each advisory committee member prior to the next meeting where they will be accepted as a true and accurate record at that meeting. Minutes will be reported to the Council and then made available to the public through Council's website.

RESPONSIBILITIES OF COMMITTEE MEMBERS

The responsibilities of the committee members are:

- Attend meetings in person or by telephone conference where appropriate;
- Prepare and present reports as requested by the Chairperson;
- Provide details of any real or perceived conflict of interest;
- Assist with development of strategies to improve the sustainability and improvement of Airport and Aerodrome Landing Strips; and
- Actively promote discussion within the community and source feedback.

ADMINISTRATIVE SUPPORT

Central Highlands Regional Council will provide administrative support to the function of the Emerald Airport Advisory Committee through:

- Preparation and distribution of agenda for meetings;
- Administrative arrangements for meetings;
- Maintenance of a rolling register of interests for committee members;
- Ensures all Advisory Committee records are maintained in Council's record keeping systems;
- Ensures information is accessible to all committee members;
- Minutes of proceedings taken and distributed in a timely manner; and by
- Ensure relevant information is placed on Council's website in a timely manner and kept up to date.

DISPUTE RESOLUTION

In the event of any dispute, all parties concerned should meet, discuss, and resolve the matter as soon as possible. If the parties are unable to resolve the dispute, they must hold a meeting in the presence of a person nominated by Central Highlands Regional Council.

MODIFICATION OF TERMS OF REFERENCE

The Terms of Reference may be altered by including the proposed modification on the agenda for a meeting. In order for the modification to occur there needs to be an agreement between the Emerald Airport Advisory Committee members and approval to the change by a General Council Meeting Resolution of the Central Highlands Regional Council. The Terms of Reference will be reviewed annually at the end of the financial year.

ANNUAL EVALUATION OF ADVISORY COMMITTEE EFFECTIVENESS

The Emerald Airport Advisory Committee will nominate a person at the end of each financial year to undertake a review to evaluate its effectiveness and determine if:

- Objectives are being met or need to be amended;
- Advisory committee's effectiveness is improving or deteriorating;
- Members regularly attending meetings; or
- The Terms of Reference require review.

DOCUMENT CONTROL SECTION

Version	Purpose of Review	Date of Review
1	Council Approved	9 March 2016
2	Councillor Review	17 June 2016
3	Committee Review	20 November 2017
4	Committee Review	June 2020
5	Amendments following Committee Review June 2020	September 2020
6	Amendments following Committee Review June 2022	June 2022