



Cloncurry Shire Council

**POLICY
NO.**

COR 1043

CLONCURRY AIRPORT MASTER PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1.0 Aim

The principal focus of this Committee is to provide expert advice and/or specialist stakeholder input into the Cloncurry Airport Master Planning Project to ensure the success of this project.

The aim of the Airport Master Planning Advisory Committee (“the Advisory Committee”) is to inform and recommend actions and initiatives that will ensure the continued viability and profitability of the Cloncurry Airport.

2.0 Roles and responsibilities of the Committee

The Advisory Committee will help guide the Airport Master Planning process.

The Advisory Committee is not a decision-making body and will operate as a strategic thinking group to assist Council with the coordination, planning and implementation of the Airport Master Plan. It is intended that Advisory Committee members will:

- Provide expert advice and/or specialist stakeholder input into the Master Planning Process.
- Participate in meetings as scheduled to provide their insights into the Master Planning Process.
- Engage with colleagues, constituents and other stakeholders as required to draw further information and insights into the Master Planning process.
- Investigate funding opportunities and report to Council for investigation.

3.0 Membership

Membership of the Advisory Committee will include and/or draw on the following:

- Mayor
- CEO
- Director Infrastructure & Environment
- Airport Manager
- Representative(s) of RPT services
- Representative(s) of General Aviation
- Representative(s) of commercial users of the Cloncurry Airport
- Representative(s) of the local mining industry
- Representative(s) of fuelling services industry
- Representative(s) of regulatory authority
- Other key stakeholders not mentioned above

The Advisory Committee Chairperson is to be elected at the first meeting of the calendar year and will be appointed initially for one year.

4.0 Operating procedures

The following operating procedures will apply:

- Meetings: the meeting interval will be quarterly, with any additional meetings as required.

- Minutes: minutes will be taken by a Council representative and distributed to Advisory Committee members and Council.
- Quorum: 50% of members constitute a quorum.
- The agenda will be set by the Advisory Committee Chair.
- Members are appointed initially for 12 months, with the option of re-appointment. This flexibility in term will accommodate both a staggered turnover of membership and retention of expertise. Committee membership will be reviewed in the last six months of each funding cycle for member participation, and capacity to contribute.
- Advisory Committee members must declare all potential conflicts of interest. The Chair of the Advisory Committee will advise if the member is to refrain from participating in any discussion or decision-making process. Any conflict of interest will be recorded in the Minutes.
- Members must attend at least 50% of meetings to continue as a member of the Cloncurry Airport Master Plan Advisory Committee.

5.0 Guiding principles

The Advisory Committee will adhere to the following:

- Feedback and/or review of documentation is to be provided within the timeframe requested by the Chairperson
- Confidentiality to be preserved to promote open discussion
- Resolution of dissenting issues shall be achieved by a vote of members, with the Chairperson having the casting vote in the event of a tie.

6.0 Adoption and amendment

These Terms of Reference shall be reviewed every 12 months. Changes shall be approved by Council.

Adopted by Council Resolution

POLICY VERSION AND REVISION INFORMATION

Version No.	Resolution	Date Adopted	Review Date
1	34.220621	21 June 2022	June 2023

Authorised by: Philip Keirle



Title: Chief Executive Officer