

TERMS OF REFERENCE	
Kangaroo Island Airport Management Committee	
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1. Introduction

The Council owns and operates the Kangaroo Island (Kingscote) Airport (the Airport).

The Airport operates within the guidelines provided by Civil Aviation Safety Authority (CASA), Department of Home Affairs (Aviation Security Regulator), other relevant agencies, Council Policies, Procedures, By-Laws and other relevant legislation.

The Airport and its facilities are a significant community asset.

2. Establishment and term

2.1 The Kangaroo Island Airport Management Committee is established pursuant to section 41 of the Local Government Act, and is herein referred to as the *Committee*.

2.2 The Committee was established on 11 June 2019 by resolution of the Council pursuant to section 41 of the Local Government Act.

2.3 The term of the Committee shall be for four (4) years following each periodical Council Election.

3. Role and function of the Committee

The aims and objectives of the Committee are to consider in a strategic framework, 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 growth and management of the Airport and its amenities.
- Co-ordinate and facilitate all efforts towards further development and growth 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.

The functions of the Committee are to undertake actions in strategic 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 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.
- To implement a risk management framework for the Airport including:
 - Ensuring it delivers a consistent approach to risk management by assigning authority, responsibility & accountability at appropriate levels within the organisation.
 - Reviewing reports from management and auditors, and monitoring the effectiveness of risk management controls.

4. Delegated authority

4.1 The Committee does not have any delegated authority under Section 44 of the Local Government Act.

5. Membership

5.1 The Membership of the Committee to be determined by the Council, inclusive of the option to appoint external persons whom have expertise in the field of airport operations, aviation and related fields.

6. Frequency of Committee meetings

6.1 Ordinary meetings of the Committee shall be held up to four times a year and at least twice, or as required, at times and places determined by the Committee, taking into account the availability and convenience of Members of the Committee.

6.2 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. The Committee shall meet as required provided meeting times are not in conflict with any other scheduled Council or Committee meeting.

7. Committee Meetings

7.1 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 3 of the Regulations.

7.2 The meetings of the Committee are open to the public.

7.3 All members of the Committee will have equal voting rights in respect of all motions put to a Committee Meeting.

- 7.4 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.
- 7.5 No business can be transacted at a Committee meeting unless a quorum is present.
- 7.6 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.
- 7.7 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.
- 7.8 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.

8. Reporting

- 8.1 The Committee will report to the Council.

9. Record Keeping

- 9.1 Accurate minutes and records will be maintained of all discussions and decisions made by the Committee.

10. Resources

- 10.1 The Airport Services Coordinator, along with other senior personnel of Council, will support the operation and function of the Committee.
- 10.2 Secretarial, administrative, professional and legal resources will be made available to the Committee (as required) to enable it to adequately carry out its functions.

DATE	REVISION NO	REASON FOR AMENDMENT
11 June 2019	Rev 01	Initial draft for consideration of Council.

