



# COMMITTEE CHARTER

## Scone & Upper Hunter Airport Management Committee

Date adopted by Council	24 February 2025
Minute number	25/018
Endorsed by	Senior Management Group – 18 December 2024
CM Ref	CD-98/24
Due for review	At the expiry of the term of the current Council
Responsible officer	General Manager
Department/Section	Business Services
Category	Governance



## Purpose and Objectives

To maintain, plan and develop the Scone & Upper Hunter Airport to a standard acceptable to Council, Civil Aviation Safety Authority (CASA) and Air Services Australia. This will be achieved through the following objectives:

- Develop and implement an Airport Strategy and Masterplan, and review these documents during the term of each new Council.
- Develop policies and procedures for the operation and maintenance of the Airport.
- Receive reports and provide advice on the operations of the Airport and ensure compliance with all statutory requirements including CASA and Air Services Australia requirements.
- Formulate and maintain rules and regulations for the operation of the Airport.
- Make recommendations to Council on matters relating to:
  - The annual budget for the facility
  - Fees and charges to apply for airport facility use
  - Development projects within the Airport
  - Reviewing Airport budget and operations

## Membership

The membership of the committee is to be as follows:

- Two (2) Councillors, one being the chairperson
- Six (6) operators from the aviation industry located within the airport precinct
- One (1) community representative

Councillors may appoint additional members to the committee by resolution at a Council meeting.

Where the Mayor isn't elected to a committee they may attend and vote only in the absence of a voting committee member.

The General Manager or their nominee(s) will be non-voting advisors to this committee.

## Chairperson

The committee chairperson is to be a councillor elected by the committee

## Quorum

A quorum shall consist of a majority of members, including at least one Councillor.

## Roles and Responsibilities

Agenda items and reports for the Committee will be forwarded to the Senior Administration Officer – Business Services two weeks before the scheduled meeting.

The Agenda will be distributed to Committee members three (3) business days before the scheduled meeting after confirmation by the Chair of the Committee.



Committee members shall make every effort to attend Committee meetings. Where a member is absent for three consecutive meetings without registering an apology, their position will be declared vacant.

No member of the Committee is able to make media or public comment on behalf of the Council at any time.

## Meetings

The committee meets bi-monthly on a day and time to be determined by the committee.

The committee will attempt to reach consensus of decisions. In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

Committee meetings shall be recorded with copies of agenda and minutes sent to Council via the Corporate Services Committee for its approval. Recommendations from the committee shall be effective only after adoption by Council.

## Venue

Meetings will be held at the Scone Administration building of the Upper Hunter Shire Council.

## Version History

<b>Version No.</b>	<b>Date</b>	<b>CM Ref</b>	<b>Reason for Review</b>
1	24/02/2025	CD-98/24	New term of Council