

Busselton-Margaret River Regional Airport (BMRRA) Development Project

BMRRA Consultative Group - Terms of Reference

Purpose

The role and purpose of the Consultative Group (the Group) is for the City of Busselton's Airport Project Management Team (PMT) to consult with peak community organisations, aviation, tourism and business sectors and government agencies about the BMRRA Development Project, operations and potential impacts. The Group will:

- Provide general and relevant information and Development Project updates;
- Provide a documented forum to enable concerns of interested parties related to the Development Project to be raised and taken into account by the City of Busselton; and
- Contribute to community understanding of the Development Project with the added outcome of wider understanding of the economic and social potential the developed airport will bring to the South West region.

The Group members will then provide updates to the community and industry representatives on:

- Development Project phases and activities;
- Airport operations;
- Airport Noise Management;
- Planning, regulatory and policy changes affecting the Airport;
- Construction work;
- New airport activity (such as new services) or changes to aviation services;
- Changes to Airport facilities

Chairperson

The Group chair will be the Chairperson of the City of Busselton Council Airport Advisory Committee (AAC).

Secretariat Role

The City of Busselton will provide the secretariat position for the Group; as well as administrative support for the Chairperson. The City of Busselton will publish the minutes of the Group on the airport website.

The role of the Secretariat is to:

- Prepare, distribute and publish records of Group meetings;
- Prepare and distribute meeting agendas in a timely manner;
- Ensure that Group members are notified of meetings and given an opportunity to prepare for the meetings;
- Support the activities of the Chair as required.

Role of Airport Management

City of Busselton Airport Management representatives will participate in the Group and BMRRA Operational staff will provide operational updates as required and offer items for the agenda, attend meetings and provide relevant information on the operations of the airport.

Meetings

The Group will meet bi-monthly or as determined otherwise. Responsible organisations are to provide the Secretariat with information on, and/or action taken on outcomes from a meeting at least ten (10) working days prior to the next Group meeting. This information will be copied to the Group members together with the agenda for the next Group meeting.

Membership

Membership of the Group will comprise of airport users, airport operators, local authorities and any key stakeholders representing the community, local business or industry in the South West region. Membership to the Group will be by invitation only.

The Group will consist of:

City of Busselton

- 1 x City of Busselton Airport Advisory Committee, or his/her delegate;
- 1 x Project Control Manager, City of Busselton;

Business and Industry

- 1 x Representative, Margaret River Busselton Tourism Association;
- 1 x Representative, Combined Chambers of Commerce;

Airport Users

- 1 x Representative, Hangar Owner Group 1;
- 1 x Representative, Hangar Owner Group 2;
- 1 x Representative, Hangar Owner Group 3;
- 1 x Representative, Busselton Aero Club;
- 1 x Representative, Rio Tinto;
- 1 x Representative, Department of Fire and Emergency Services;
- 1 x Representative, Royal Flying Doctors Service
- 1 x Representative, Surf Life Saving Australia

Community

- 1 x Representative, Member for Vasse
- 1 x Representative, Reinscourt
- 1 x Representative, Kalgup
- 1 x Representative, Yalyalup
- 1 x Representative, Yoongarillup

Neighbouring Property Owners

- 1 x Representative, Chapman
- 1 x Representative, Manning
- 1 x Representative, Satterley Property Group.

Community Representatives will be able to nominate for membership via an Expression of Interest process advertised in Council for Community for a period of 2 weeks.

The Chairperson may invite other persons on an ad hoc basis to address the Group on particular agenda items.

Appointments

Appointments of new representatives to the Group will be by endorsement of the Chairperson. Appointments will be for the life of the project, commencing at the first meeting, and finishing completion of the project, unless determined by Council at an earlier date.

Scope of Powers

The Group is for consultation purposes only and is not a decision-making body. The Group is a forum for exchange of information about the BMRRRA Development Project and Airport operations.

Proxies

A proxy is a stand-in for a representative member unable to attend, and shall fulfil the function ordinarily incumbent to that member.

The Chairperson may approve a Proxy appointment prior to a meeting, by prior agreement with the absent Member.

Communication of BMRRRA Consultative Group Activity and Outcomes

City of Busselton will provide information on the Group on the Airport website – www.busseltonmargaretriverairport.com.au

City of Busselton and the Chairperson (as appropriate) will make any official comment on the conduct and outcomes of the Group.

The Project's Stakeholder Engagement and Communications Officer will inform the broader community on major issues as required.

Review of Term of Reference

The Group Terms of Reference will be reviewed if the Group continues beyond the life of the Development Project. The City of Busselton will be responsible for drafting the Terms of Reference.