

BALLARAT AERODROME ADVISORY COMMITTEE

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 By this Terms of Reference Instrument, the Ballarat City Council (**Council**) establishes the Ballarat Aerodrome Advisory Committee (**Committee**) pursuant to section 86 of the *Local Government Act 1989 (LGA)*. The Committee is established for to support the general operation of the existing Ballarat Aerodrome.
- 1.2 The Committee has the functions and responsibilities as set out in this Terms of Reference Instrument. The Terms of Reference Instrument sets out the structure and basis on which the Committee can make decisions for and on behalf of Council.
- 1.3 This Terms of Reference Instrument is authorised by a resolution of Council (R470/14) passed 11 December 2014.
- 1.4 Ballarat Aerodrome is situated 7kms northwest of the city centre in the City of Ballarat. The Aerodrome elevation is 1433 feet (437m). The aerodrome is situated on several parcels of land comprising 176 ha freehold (owned by the City of Ballarat); 132ha of Crown Land permanently reserved for aerodrome purposes; and 67ha of Crown Land which is part of the Ballarat common. This gives a total area of land of 467ha.

2. PURPOSE

The Committee is established:

- 2.1 To support the general operation of the existing Ballarat Aerodrome.

3. OBJECTIVES

The objectives of the Committee are:

- 3.1 To ensure that operation of the Aerodrome is supported by optimal consultation processes;
- 3.2 To ensure that aerodrome operational procedures reflect an appropriate balance between commercial and community benefit outcomes;
- 3.3 To act as an advocate for aerodrome future development proposals;
- 3.4 To provide advice on appropriate forms of community engagement to support proposed developments.

4. ROLES AND RESPONSIBILITY

- 4.1 The role of the Committee is:
 - 4.1.1 To act as the primary means of dealing with community interface issues resulting from expanding activities taking place in and around the aerodrome.
 - 4.1.2 To establish clearer lines of communication between Council and residents to support future development and operational activities at the aerodrome.
- 4.2 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. MEMBERSHIP

- 5.1 The Committee will consist of 9 or more members comprising:
 - 5.1.1 Councillors (2)
 - 5.1.2 Two Representatives from the Community (Publicly advertised);
 - 5.1.3 Representatives of Aerodrome businesses (Publicly advertised)
 - 5.1.4 Two representatives of Aerodrome community tenants (Publicly advertised)
 - 5.1.5 A representative of the Committee for Ballarat (as nominated by the Committee for Ballarat)
- 5.2 The tenure of members shall be at the discretion of the Council; however members are appointed for a 2 year term
- 5.3 Council officers to assist the committee:
 - 5.3.1 Airport Manager
- 5.4 Council will reconfirm status of the committee and Councillor representative annually at a meeting in December

6. MEETINGS

- 6.1 Committee meetings must be conducted in accordance with:
 - 6.1.1 Council's Meeting Procedure Local Law;
 - 6.1.2 Council's Community Consultation and Participation framework;
 - 6.1.3 The Committee's discretion, as exercised from time to time.
- 6.2 Council shall nominate a Councillor who shall act as Chairperson. If the Chairperson is not present at a meeting of the Advisory Committee, the members must appoint a Chairperson for that meeting."
- 6.3 Decisions will be made upon a majority vote with the Chairperson having a casting vote if appropriate.

- 6.4 A quorum of the Committee will be half the membership, plus one
- 6.5 Only persons present shall be entitled to vote
- 6.5 Meetings shall be on a three monthly basis, or as so deemed by a formal meeting of the committee.
- 6.6 The Committee may appoint advisory sub-committees of members to consider issues which it determines warrant specific examination in parallel to the formal proceeding of the advisory committee.
- 6.7 Minutes and agendas will be circulated prior to the meeting.
- 6.8 In all other respects the Committee may set its own meeting procedures.
- 6.9 Members are bound by the Conduct and Interests provisions outlined in the Local Government Act 1989 (sections 77, 78 and 79).
- 6.10 Members must declare any personal interest, connection or association with any issue before the Committee.
- 6.11 Committee members must not make improper use of information acquired as a Committee member.
- 6.12 Where the committee has determined any commercial in-confidence material, that material must remain confidential.

7. REPORTING

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration.
 - 7.1.1 The Committee should forward to Council a copy of the minutes after every meeting.
 - 7.1.2 The Advisory Committee should make a presentation of its activities and performance to the Council or the appropriate Council Committee when required by Council.
 - 7.1.3 The Committee will forward copies of any changes to its Terms of Reference for adoption by Council.
 - 7.1.4 It is good practice for the Advisory Committee to cause Minutes of all meetings to be maintained.

8. CREATION AND DISSOLUTION

- 8.1 These Terms of Reference:
 - 8.1.1 Come into force immediately the common seal of Council is affixed to it; and
 - 8.1.2 Remain in force until Council determines to vary or revoke it.

