

**14. COMMITTEE REPORTS****14.1 ESTABLISHMENT OF THE BALLARAT AERODROME ADVISORY COMMITTEE**

**Division:** Major Projects  
**Director:** Jeff Pulford  
**Author/Position:** Jeff Pulford -  
Director - Major Projects

**SUMMARY**

This report recommends that Council establish a formal Advisory Committee to support future developments in and around the Ballarat Aerodrome.

**RESOLUTION:**

**Council resolve to;**

- 1. Adopt the Ballarat Aerodrome Advisory Committee Terms of Reference (Attachment 1).**
- 2. Seek nominations for the filling of the roles identified in the Terms of Reference.**
- 3. Receive a further report with recommended membership of the Ballarat Aerodrome Advisory Committee.**

**Moved:** Cr. John Philips  
**Seconded:** Cr. Noel Perry

**CARRIED**  
**(R218/09)**

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**SUMMARY**

This report recommends that Council establish a formal Advisory Committee to support future developments in and around the Ballarat Aerodrome.

**BACKGROUND**

Council has identified the Ballarat Aerodrome as an employment development zone as part of the broader vision to manage Ballarat's expected population growth over the next thirty years. Council's strategic vision for the Aerodrome has been articulated through the 2008 study "Ballarat West Aerodrome and West Common Draft Land Use Concept Plan," as well as the earlier "Ballarat Aerodrome Master Plan 2004 – 2014."

In total the studies contemplate a range of activities taking place in and around the Aerodrome over future years. In seeking to implement this vision Council has been successful in obtaining funding support from Regional Development Victoria through a \$3.4 million grant. This RDV Grant is being matched by a contribution by Council of \$1.4 million. These funds are currently being committed to achieve a range of infrastructure upgrades in line with the Aerodrome Master plan.

The current infrastructure upgrades have been central to securing the establishment and ongoing operation of the ST Aviation Training Academy (STATA), which currently has a student intake of approximately 75 students, which is expected to increase to 200 following the completion of the infrastructure works.

To date, the aerodrome has been managed by Council in conjunction with commercial tenants, community organisations and resident input where required. It is now clear that a more formal process is required to support Council's operation of the aerodrome and associated activities. To that end, this report proposes that Council establish a formal Advisory Committee process.

**ISSUES**

1. This report provides Terms of Reference for the establishment of an Advisory Committee to support proposed future developments at the Ballarat Aerodrome. The Advisory Committee has a specific Terms of Reference, and is intended to support the operation of the current facility, while also providing a reference point for future proposed developments.
2. The Advisory Committee is being established as the primary means of dealing with community interface issues resulting from expanding activities taking place in and around the aerodrome. Management of flight operations and its various impacts upon surrounding residents will need to be considered through this process. To date, resident feed-back would suggest that there is a lack of understanding in relation to the status of the current Aerodrome, as well as the future development concepts which are underpinning Council's

Strategic Planning processes. It is therefore proposed that this Advisory committee would seek to establish clearer lines of communication between Council and residents to support future development and operational activities.

**RELEVANT POLICIES**

- Local Government Act (1989)
- Ballarat West Aerodrome and West Common Draft Land Use Concept Plan – 2008
- Ballarat Aerodrome Master Plan 2004 – 2014.

**OPTIONS**

1. Establish the Ballarat Aerodrome Advisory Committee in accord with the Terms of Reference attached.
2. Not- establish the Ballarat Aerodrome Advisory Committee in accord with the draft terms of reference attached.

**SOCIAL IMPLICATIONS**

The appointment by Council of a Committee representing stakeholders of Ballarat Aerodrome provides enhanced opportunities for community engagement in determining strategies, policies and priorities supporting the development of the Ballarat Aerodrome and surrounding areas.

**ENVIRONMENTAL IMPLICATIONS**

It is considered that there are environmental implications within this report.

**CULTURAL IMPLICATIONS**

It is considered that there are no cultural implications within this report.

**RISK MANAGEMENT IMPLICATIONS**

It is considered that there are no risk management implications within this report.

**FINANCIAL IMPLICATIONS**

It is considered that there are no financial implications within this report.

**CONSULTATION**

The review of the role, membership and terms of reference of the Committee has involved the following sections of Council:

- Major Projects
- Infrastructure and Development
- Growth and Development Portfolio of Council
- Governance

	<b>Public Participation Goal</b>	<b>Promise To The Public</b>	<b>Methods</b>
<b>INVOLVE</b>	To work directly with the advisory committee throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	<ul style="list-style-type: none"> <li>▪ Seeking presentations and submissions</li> <li>▪ Stakeholder surveys</li> <li>▪ Participation in regular committee meetings</li> </ul>

**IMPLEMENTATION AND MARKETING PLAN**

1. Establishment of the Advisory Committee would be announced through a media release which will detail the role for the Advisory Committee.
2. Expressions of Interest will be publicly advertised for the various representative roles.
3. Council will receive a further report with the recommended member names of the proposed committee for consideration.

**OFFICER'S DECLARATION OF INTERESTS**

Director – Jeff Pulford

In providing this advice as the Director, I have no disclosable interests in this report.

**CONCLUSION**

Council has a leadership role in ensuring that all stakeholders affected by Ballarat Aerodrome operations and developments are provided with a meaningful opportunity to understand and influence planning underpinning the project. To that end, this report recommends that the Ballarat Aerodrome Advisory Committee be established by Council.

**ATTACHMENTS**

- 1 Ballarat Aerodrome Advisory Committee Terms of Reference

**RECOMMENDATION**

**Council resolve to;**

1. **Adopt the Ballarat Aerodrome Advisory Committee Terms of Reference (Attachment 1).**

- 2. Seek nominations for the filling of the roles identified in the Terms of Reference.**
- 3. Receive a further report with recommended membership of the Ballarat Aerodrome Advisory Committee.**

Ballarat Aerodrome Advisory  
Committee Of Council



## TERMS OF REFERENCE

July 2009

### 1. NAME

Ballarat Aerodrome Advisory Committee.

### 2. BACKGROUND/RECITALS

Ballarat Aerodrome is situated 7 km 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), 132 ha crown land permanently reserved for aerodrome purposes, 67 ha crown land temporarily reserved for aerodrome purposes and 92 ha crown land which is part of the Ballarat common. This gives a total area of land of 467 ha. Plan 1 shows the break up of the aerodrome land. Plan 2 shows the current layout of Ballarat Aerodrome.

**Runway 18/36** is 1245m long and 30m wide and consists of a bituminous seal topped with 7mm stone on a thin (200mm) gravel pavement. The runway PCN is 6 making it only suitable for aircraft up to 5,700 kg MTOW. The runway is contained within a runway strip that is 1365m x 90m. The runway is equipped with a single stage low intensity lighting system.

Runway 18/36 is the primary runway due to the prevailing wind and night lighting. Aircraft operating on runway 18 are required to operate with right hand circuits to avoid over flying populated areas.

**Runway 05/23** is 1265m long and 30m wide and consists of a bituminous seal topped with 7mm stone on a thin (200mm) gravel pavement. The runway PCN is 6 also making it only suitable for aircraft up to 5,700 kg MTOW. The runway is contained within a runway strip that is 1385m x 90m.

**Runway 13/31** is 568m long and 30m wide and is a grass runway contained in a runway strip 686m x 90m. The central portion of the runway is stabilised with quarry dust to assist aircraft operations in wet weather.

**Taxiways.** There are two sealed taxiways providing access to the main apron that is on the western side of runway 18/36 and a grass taxiway providing access from runway 05/23 to runway 13/31. The taxiway connecting 18/36 to the apron is approximately 300m long and 15m wide and is designated 'A' taxiway and is a similar strength to the runway. The taxiway connecting the western end of 05/23 to the apron is approximately 40m long x 30m wide and is more an extension of the apron connecting the runway than an actual taxiway and is designated 'B' taxiway. The grass taxiway is designated 'C' taxiway and is only used by light aircraft to access runway 13/31.

**Apron.** The apron used to service all hangars and buildings on or adjacent to the movement areas is approximately 30,000 sq meters.

**Buildings.** There are five hangars with direct access to the apron, a terminal building approximately 150 sq meters, two other buildings on the apron that are used by aviation businesses. There is one hangar adjacent to the main taxiway and a number of buildings adjacent to the apron that are used for aviation purposes. There are numerous other buildings on the site, the majority being built during the 1940s as part of a training camp during the Second World War.

**Other facilities.** The aerodrome has two refueling facilities, a non-directional beacon and an Automatic Weather Station. The main access road to the building area comes off the Ballarat-Maryborough Road and proceeds east - west beyond the southern end of runway 18/36.

### 3. OBJECTIVES/CHARTER/PRIMARY FUNCTIONS

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

### 4. DELEGATED AUTHORITY

- The committee has no delegated authority.

### 5. MEMBERSHIP

- a) The membership of the advisory committee shall consist of:
- North Ward Councillors (3)
  - Two Representatives from the Community (Publicly advertised)
  - *Two representatives of Aerodrome businesses* (Publicly advertised)
  - *Two representatives of Aerodrome community tenants* (Publicly advertised)
  - *A representative of the Committee for Ballarat (As nominated by the Committee for Ballarat).*
- b) The tenure of members shall be at the discretion of the Council, however members are appointed for a 2 year term.
- c) Council officers to assist the committee:
- Airport Manager
- d) Council will reconfirm status of the committee and Councillor representatives annually at a meeting in December.

**6. MEETING PROCEDURE**

- a) *“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.”*
- b) Decisions will be made upon a majority vote with the Chairperson having a casting vote if appropriate.
- c) A quorum of the committee is four persons, including one Councillor
- d) Only persons present shall be entitled to vote.
- e) Meetings shall be on a Bi-Monthly basis, or as so deemed by a formal meeting of the committee
- f) *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.*
- g) In all other respects the Committee may set its own meeting procedures.

**7. REPORTING**

- a) It is good practice for the Advisory Committee to cause Minutes of all meetings to be maintained.
- b) The Committee should forward to Council minutes/reports after every meeting
- c) The Advisory Committee should make a presentation of its activities and performance to the Council or the appropriate Council Committee when required by Council.
- d) The Committee will forward copies of any changes to its Terms of Reference for adoption by Council.

**8. DECISION MAKING.**

As an Advisory Committee of Council, any decisions requiring expenditure on behalf of Council and/or making any commitments to action/responses on behalf of Council, must be deferred to the Council or the appropriate Special Committee for endorsement.

**9. LEGAL AND STATUTORY RESPONSIBILITIES**

- a) As an Advisory Committee, members are not bound by the Interests Declarations regulations laid down in the Local Government Act 1989.
- b) Committee members must not make improper use of information acquired as a Committee member.
- c) The Committee will review its Terms of Reference every 2 years.