

# **BALLARAT AERODROME ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

### **1. BACKGROUND**

- 1.1 By this Terms of Reference document, the Ballarat City Council (**Council**) establishes the Ballarat Aerodrome Advisory Committee (**Committee**).
- 1.2 Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3 The Ballarat Aerodrome is situated 7kms northwest of Ballarat Central in the City of Ballarat and the Ballarat Aerodrome elevation is 1,433ft (437m). The Ballarat Aerodrome is situated on several parcels of land comprising 176ha freehold (owned by Council), 132ha of Crown Land permanently reserved for Ballarat Aerodrome purposes and 67ha of Crown Land which is part of the Ballarat common. This gives a total area of land of 467ha.
- 1.4 The Committee has the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.5 This Terms of Reference document is authorised by a resolution (R141/19) of Council passed on 12 June 2019.

### **2. PURPOSE**

The Committee is established for the purpose of:

- 2.1 Supporting 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; and
  - 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 nine members comprising of:
  - 5.1.1 three (3) Councillors of Council as invited or required from time to time;
  - 5.1.2 two (2) community members representatives;
  - 5.1.3 two (2) representatives of Ballarat Aerodrome businesses;
  - 5.1.4 two (2) representatives of Ballarat Aerodrome community tenants;
  - 5.1.5 a representative of the Committee for Ballarat (as nominated by the Committee for Ballarat); and
- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Committee and does not have voting rights.
- 5.4 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 5.5 Councillors, other than a Councillor appointed under clause 5.1.1, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 5.6 Membership is for a period of three (3) years.
- 5.7 A Councillor appointed under clause 5.1.1 will be the Chairperson of the Committee.
- 5.8 Where more than one Councillor is appointed to the Committee, Council will, by resolution, appoint one of those Councillors to be the Chairperson of the Committee.
- 5.9 If a Chairperson is not appointed under clause 5.7 or 5.8, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 5.10 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.

5.11 Any Councillor can attend meetings of the Committee as an observer.

## **6. MEETINGS**

6.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:

6.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);

6.1.2 Part 4, Division 2 of the *Local Government Act 1989*;

6.1.3 the Committee's discretion, as exercised from time to time; and

6.1.4 Council's Community Consultation and Participation framework.

6.2 The Committee will meet on a three-monthly basis or with such frequency as determined by resolution of Council or, absent such a resolution, with such greater frequency as agreed by the Committee from time to time.

6.3 The Chairperson will chair all Committee meetings.

6.4 The Chairperson is the authorised spokesperson for the Committee.

6.5 The role of the Council officer appointed under clause 5.2 includes:

6.5.1 maintaining a Register of Committee members, their date of appointment reappointment and official positions (if any) held as a Committee member;

6.5.2 advising Committee members of term completion dates and their eligibility for reappointment as relevant;

6.5.3 acting as the contact point between Council and the Committee; and

6.5.4 assisting with meeting the Committee's reporting requirements.

6.6 A quorum of the Committee will be half of the members plus one.

6.7 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.

6.8 Sub Committees may be appointed by the Committee and may meet between general meetings and as authorised by the Committee.

## **7. REPORTING**

7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

7.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);

7.1.2 Part 4, Division 2 of the *Local Government Act 1989*;

- 7.1.3 any resolution of Council made from time to time; and
- 7.1.4 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee must prepare and present to Council a report of its activities upon being required to do so by Council and, in any event at least once per year.
- 7.3 In accordance with the *Local Government Act 1989*, when a Councillor attends a Committee Meeting, this is deemed to be an *Assembly of Councillors* and an Assembly of Councillors Record must be completed as soon as possible by the Council Officer appointed under clause 5.2 or, if that Council Officer is not present, by the Committee Chairperson and forwarded to the Statutory Compliance Unit for inclusion in the report to Council.  
(Note – this only applies when a Councillor is in attendance.)

## **8. CREATION AND DISSOLUTION**

- 8.1 By these Terms of Reference the Committee:
  - 8.1.1 is established; and
  - 8.1.2 has the responsibilities as set out in the Terms of Reference.
- 8.2 These Terms of Reference:
  - 8.2.1 come into force immediately the resolution of Council adopting them is made; and
  - 8.2.2 remain in force until Council determines to vary or revoke it.
- 8.3 The Committee must be dissolved by a resolution of Council.

Dated: 12 June 2019