



## GREATER SHEPPARTON AERODROME ADVISORY COMMITTEE

### TERMS OF REFERENCE

*For Review June 2023*

#### 1. Purpose

The purpose of the Greater Shepparton Aerodrome Advisory Committee is to provide advice to Council in relation to the on-going functioning and performance of the Shepparton Aerodrome.

#### 2. Objectives

The objectives of the Greater Shepparton Aerodrome Advisory Committee are to provide advice to Council in relation to:

- the continuing operation of the Shepparton Aerodrome in accordance with all relevant regulatory requirements;
- future development opportunities and requirements for the Aerodrome; and
- ensuring effective liaison and communication between the users, the community and the Council.

#### Role of the Greater Shepparton Aerodrome Advisory Committee

The Greater Shepparton Aerodrome Advisory Committee is appointed in an advisory capacity to the Greater Shepparton City Council. It has no executive authority but it does:

- make recommendations to Council on the procedures, rules, conditions of use and proposed capital works necessary for the proper management of the Shepparton Aerodrome, and if requested, give advice on specific issues;
- in recommending any procedures, rules and conditions of use, act consistently with the objectives of the committee;
- assist Council with the resolution of conflicts with other users where these occur
- convene or cause to be convened, such meetings, forums, seminars or other activities as may be deemed of value by the Committee to meet or assist in meeting its objectives
- liaise with the Council and its staff to ensure continuing cooperation and coordination of the Shepparton Aerodrome;
- not commit, or permit to be committed, any act which will render the operation of any of the Council's insurance policies invalid;
- publicise and promote interest in the facility;
- not discuss matters noted as confidential.

### 3. Committee Membership

The Committee shall comprise of a minimum of five members and a maximum of eight members, appointed by resolution of the Council. The composition of the Committee will be as follows:

- Up to three representatives from the Commercial Aero Operators
- Up to one representative from the Shepparton Aero Club
- Up to four Community Representatives

All eight appointed members will have voting rights.

The term of office for appointed members will be for two years commencing with the date of appointment.

The Committee shall elect a member to serve as Chairperson with each appointment being for two years. Chairpersons will submit a nomination prior to election by the Committee.

Vacated community positions will be subject to public nomination, with the outgoing member/s eligible for reappointment.

The Council will call for nominations to fill vacant community positions by way of notice in the public notice section of the Shepparton News. Community representatives will be selected from expression of interest received.

In the event that Council receives more applications, than there are vacant positions, the following criteria will be used in the selection process.

1. Aviation experience including knowledge of relevant CASA requirements
2. Locally based
3. Previous experience on a similar committee
4. Specific qualifications and experience

If a member does not attend a scheduled meeting for more than three consecutive meetings, membership may be reviewed by the Committee and may prompt a vacancy on the Committee.

### 4. Council Attendance at Committee Meetings

Council representation at the Committee Meetings will be as follows:

- One Councillor
- At least one senior member (Director Infrastructure and/or Manager Works and Waste)
- Aerodrome Reporting Officer
- Works Administration

### 5. Roles and Responsibilities of Council Attendees

Roles and responsibilities of Council attendees will be as follows:

- Councillor – to represent the interests of the wider Greater Shepparton City Council community
- Senior Member to report on strategic matters
- Aerodrome Reporting Officer – to report on all matters relating to the operations and maintenance of the Aerodrome
- Aerodrome Manager – to report on CASA requirements, incidents, Aerodrome Manual updates and to discuss permit and inspection related matters
- Works Administration – to provide secretarial support to the Committee.

- Council representatives do not have a vote on the Committee.

## 6. Committee Meeting Procedure

Meetings of the Committee shall be conducted in accordance with the following procedures:

- The Chairperson shall chair all meetings at which he or she is present. In the Chairperson's absence the Committee shall appoint an Acting Chairperson who will chair that meeting.
- The Committee's position on any issue under consideration will be made upon a majority vote by members present. In the event of a tie, the Chairperson shall have an additional casting vote.
- The Committee shall have a quorum which is equal to 50 per cent plus one of the total number of Committee Members appointed to the committee.
- When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from this portion of the meeting.
- Agenda items to be called for 3 weeks prior to meeting to allow investigation and response by Council staff
- The Committee shall meet quarterly on a regular basis with the option to call for special meetings if necessary.
- Council will provide secretarial support to the committee.
- All general queries to be sent to [aerodrome@greatershepparton.vic.gov.au](mailto:aerodrome@greatershepparton.vic.gov.au)

## 7. Committee Conduct Principles

Committee members are expected to:

- actively participate in Committee discussions and offer their opinions and views,
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- act with integrity,
- Attend each meeting where practical, and
- Avoid conflicts of interest (noting that committee members are not decision makers)

Committee members must not, whether during or after their membership of the Greater Shepparton Aerodrome Advisory Committee, unless expressly authorised by the Chief Executive Officer or in accordance with law make any disclosure or use of:

- any confidential information or trade secrets of the Council
- the position of the Council or of any Councillor or Council Officer on any confidential matter, or
- any other information whatsoever, the disclosure of which may be detrimental to the interest of the Council or of any other person who has provided it to the Council on a confidential basis, unless required to disclose the information by law. Committee members must use their best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

## 8. Informal Meetings with Councillors

This committee has been established as an Advisory Committee of Council. Where Councillor Representatives are appointed as members of the Committee, the following applies:

- Councillor Representatives in attendance at meetings of the Committee are required to declare any conflicts of interest.
- A record of any Councillor Representatives in attendance at these meetings is required, the details to be recorded include:
  - the names of all Councillors and members of Council staff in attendance
  - the matters considered
  - any conflicts of interest disclosures made by a Councillor attending, and
  - whether the Councillor who has disclosed the conflict of interest leaves the meeting during discussion and voting on that matter.

The Record of Informal Meetings of Councillors is to be included in the next available Schedules Council Meeting agenda.

## 9. Review

The terms of reference for the Greater Shepparton Aerodrome Advisory Committee will be reviewed every two years, at the first meeting after the appointment by Council of a new committee.