

# **Ballarat Airport Stakeholder Reference Group**

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## **Terms of Reference**

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## 1. Background

- 1.1 By this Terms of Reference document, the Ballarat City Council (Council) establishes the Ballarat Aerodrome Stakeholder Reference Group. (Reference Group)
- 1.2 Council recognises the importance of stakeholder consultation in relation to the Ballarat Aerodrome held therein. Council has established this Reference Group as a means of consultation for matters relating to the Ballarat Aerodrome.
- 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 This Terms of Reference document sets out the structure and basis on which the Reference Group can function.
- 1.5 This Terms of Reference document is authorised by a resolution R126/21 of Council passed on 23 June 2021.

## 2. Purpose

The Reference Group is established for the purpose of:

- 2.1 Supporting the general operation of the existing Ballarat Aerodrome.

## 3. Roles and Responsibility

The role of the Reference Group is to:

- 3.1 To act as the primary means of dealing with community interface issues resulting from expanding activities taking place in and around the aerodrome; and
- 3.2 To help establish clearer lines of communication between Council and residents to support future development and operational activities at the aerodrome.
- 3.3 To ensure that operation of the Aerodrome is supported by optimal consultation processes.
- 3.4 To ensure that aerodrome operational procedures reflect an appropriate balance between commercial and community benefit outcomes.
- 3.5 To provide a consultative forum on appropriate forms of community engagement to support proposed developments.
- 3.6 Reference Group members are expected to keep confidential all sensitive, commercial and personal information that the members may encounter while being a member of the Group, and not to act in any way that would bring the Council into disrepute.

## **4. Duties and Functions**

- 4.1 The Reference Group is a consultative forum and hence consensus or other decision-making processes are not required.

## **5. Membership**

- 5.1 The Ballarat Aerodrome Stakeholder Reference Group will consist of a minimum of [10] 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 Reference Group.
- 5.3. A Council Officer appointed under clause 5.2 is not considered a member of the Reference Group.
- 5.4. A Councillor appointed to the Reference Group will be the designated Chairperson of the Group.
- 5.5 Where the Chairperson is absent from a meeting, the other Councillor will chair the meeting, and in the event of their absence, the Reference Group may appoint any member to act as Chairperson for that meeting
- 5.6 Any Councilor can attend the meeting as an observer.

## **6. Meetings**

- 6.1 Unless Council resolves otherwise, Reference Group meetings will be conducted at the Group's discretion under the direction of the Chairperson.
- 6.2 The Reference Group shall meet on a quarterly basis and at such times and places as are necessary to enable it to exercise and discharge its functions as described herein.
- 6.3 The Chairperson will chair all Reference Group meetings.
- 6.4 The Chairperson is the authorised spokesperson for the Group.
- 6.5 The role of the Council Officer appointed under clause 5.2 includes:
- 6.5.1 maintaining a Register of Reference Group members, their date of appointment, reappointment and official positions (if any) held as a Reference Group member;
  - 6.5.2 advising Reference Group members of term completion dates and their eligibility for reappointment as relevant;
  - 6.5.3 acting as the contact point between Council and the Reference Group; and
  - 6.5.4 assisting with meeting the Reference Group's reporting requirements.

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

## **7. Reporting**

7.1 The Reference Group is responsible for taking proper minutes of all meetings.

7.2 The Reference Group shall prepare and present to Council a report of its activities upon being requested to do so by Council.

7.3 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours. (note: this is only if a Councillor attends the meeting)

## **8. Creation and Dissolution**

8.1 These Terms of Reference:

8.1.1 come into force immediately the resolution of Council adopting them is made; and

8.1.2 remain in force until Council determines to vary or revoke them.

8.2 By these Terms of Reference, the Reference Group:

8.2.1 is established; and

8.2.2 has the responsibilities as set out in this Terms of Reference document.

8.3 The Reference Group can be dissolved by resolution of Council.

Dated: 23 June 2021