

Benalla Airport Advisory Committee Terms of Reference

March 2020

Reviewed: March 2020

Next review due: March 2021

Benalla Airport Advisory Committee

1. The committee

- 1.1. The Benalla Rural City Council ("Council") has resolved to appoint an Advisory Committee ("Committee") to oversee the operation of the Benalla Airport. The Council recognises that the Benalla Airport is a significant site that contributes to the diversity of industry and recreation in the local community.
- 1.2. The committee will:
 - 1.2.1. Assist the Council in strategic planning for the Benalla Airport providing advice on policies, plans, development works and risk management in a manner that advances the Council Plan objectives.
 - 1.2.2. Assist the Council in the management and operation of the Benalla Airport, including flight/airport management to Australian Standards and maintenance of grounds and assets.
 - 1.2.3. Assist the Council to promote the Benalla Airport to potential and casual users.
 - 1.2.4. To engage the community and advocate on its behalf to Council in the best interest of the Benalla Airport.
- 1.3. The Advisory Committee has no delegated powers to act on behalf of the Council or commit the Council to any expenditure unless resolved explicitly by the Council.
- 1.4. The Council has set no time limit on the duration of the establishment of the Committee. It shall remain in existence until such time as the Council resolves to revoke its establishment.

2. Membership

- 2.1. The Council has resolved that the Advisory Committee shall consist of:
 - 2.1.1. Representatives of the Council as determined by the Council
 - 2.1.2. Manager Facilities
 - 2.1.3. Facilities Coordinator
 - 2.1.4. One representative of the Gliding Club of Victoria
 - 2.1.5. One representative of the Balloon Association of Victoria
 - 2.1.6. One representative of the Benalla Aviation Museum

- 2.1.7. One representative of the Commercial Operators
- 2.1.8. One representative from the Benalla Aero Club Inc
- 2.2. The Committee may invite members of an organisation or the community to discuss specific issues related to that organisation.
- 2.3. The Committee may invite and appoint members of an organisation or the community to be a member of a subcommittee.
- 2.4. Members of the Committee shall be eligible for re-appointment for a further term at the Special Meeting of Council held in November each year.
- 2.5. A member of the Committee may resign his/her position at any time.
- 2.6. If any member fails to attend three consecutive meetings of the Committee without obtaining leave of absence that member shall be deemed to have resigned their position on the Committee.

3. Operation of the committee

- 3.1. The Committee shall elect a Chairperson.
- 3.2. The Committee may elect any subcommittees which it considers necessary to carry out its functions.
- 3.3. The role of the Chairperson shall be:
 - 3.3.1. To chair all meetings of the Committee.
 - 3.3.2. To act as official spokesperson for the Committee.
 - 3.3.3. To act as the liaison person between the Committee and Council.
- 3.4. The Committee shall submit minutes to the Council as soon as practicable after a meeting in order to be included in the Council meeting minutes, in accordance with section 80A(2) of the *Local Government Act 1989*.
- 3.5. Any subcommittee shall submit reports as required by the Committee.

4. Meetings of the Committee

- 4.1. The meetings of the Committee shall be conducted to ensure an efficient and effective working committee.
- 4.2. The quorum of an advisory committee will be not less than a majority of the members for the time being appointed to the committee, unless otherwise determined by Council.

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- 4.3. If any member is unable to attend a meeting of the Committee, they may appoint another person to attend the meeting to speak and vote.
 - 4.4. The Committee shall conduct meetings quarterly.
 - 4.5. The Committee will review its Terms of Reference at 12 month intervals following its establishment and refer any amendments to the Council.
 - 4.6. The Council may carry out a review of the Committee's Terms of Reference at any time.
 - 4.7. The Council shall consult with the Committee prior to making of amendments or alterations to the Committee's Terms of Reference.

5. Conduct of the Committee

- 5.1. In accordance with Section 80A(3) of the *Local Government Act 1989*, Councillors at a meeting of the Committee will disclose any conflict of interest to the meeting, and leave the meeting whilst the matter is being considered by the Committee.
- 5.2. In accordance with Section 4.8 of the Council's Staff Code of Conduct, any members of staff declare any actual or potential conflict of interest arising from the matters considered by the Committee to the Chief Executive Officer.



BENALLA

RURAL CITY COUNCIL

Benalla Rural City Council
March 2020

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