



## NOTICE OF TUMUT AERODROME COMMITTEE MEETING

Notice is hereby given that an Aerodrome Committee Meeting of Snowy Valleys Council will be held in the Riverina Room located on the 1st Floor of the Riverina Highlands Building, 76 Capper Street, Tumut on, **Tuesday, 11 June, 2019**, commencing at **5:30 PM**.

<b>Distribution: 9</b>	<b>Present:</b>	<b>Apology:</b>	<b>Absent:</b>
Clr John Larter – (Delegate)			
Design Engineer – Geoffrey Rotgans (Delegate)			
Fred Kell			
Peter Wilson			
Graham Smith			
Bridget Ryan			
Craig Cullinger			
Tom Moxey			
<b>Information Only</b>			
Director Assets & Infrastructure Services-Matthew Christensen			
Public			

### **Business**

1. Apologies
2. Confirmation of Minutes
3. Business arising from Minutes
4. Declarations of Interest and Reportable Political Donations
5. Committee Reports
6. Correspondence
7. General Business

M Hyde  
**General Manager**



## **TUMUT AERODROME COMMITTEE MEETING – AGENDA**

Tuesday, 11 June, 2019, commencing at 5:30 PM.

### **APOLOGIES**

### **CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S-**

- . Tumut Aerodrome Committee Meeting – 12/03/2019 3

### **BUSINESS ARISING FROM MINUTES**

### **DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS**

### **COMMITTEE REPORTS**

- . Aerodrome Committee matters for June 2019 15

### **GENERAL BUSINESS**

### **NEXT MEETING**

The next meeting date is scheduled to be held Tuesday, 10 September 2019.

\* \* \* \* \*

MEETING COMMENCEMENT: 5:30pm

**PRESENT:**

Participants:	Present:	Apology:	Absent:
Clr John Larter (Delegate)	<input checked="" type="checkbox"/>		
Design Engineer – Geoffrey Rotgans (Delegate)	<input checked="" type="checkbox"/>		
Fred Kell	<input checked="" type="checkbox"/>		
Peter Wilson		<input checked="" type="checkbox"/>	
Graham Smith	<input checked="" type="checkbox"/>		
David Francis		<input checked="" type="checkbox"/>	
Craig Cullinger		<input checked="" type="checkbox"/>	
Bridget Ryan	<input checked="" type="checkbox"/>		
Tom Moxey	<input checked="" type="checkbox"/>		

Council staff in attendance were **Edward Greig**.

**APOLOGIES:**

**AC01 RESOLVED** that the apologies from Peter Wilson, David Francis, & Craig Cullinger be received.

Graham Smith / Tom Moxey

**CONFIRMATION OF MINUTES:**

**AC02 RESOLVED** that the minutes of the **Aerodrome Committee** held on **14-March-2017** be accepted as read.

Bridget Ryan / Graham Smith

**BUSINESS ARISING FROM MINUTES:**

Nil

**DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS:**

Nil

**COMMITTEE REPORTS:**

**Aerodrome Matters for March 2019** (.)

Aerodrome Committee Terms of Reference

**1. RECOMMENDATION**

**That the Council adopt the DRAFT Aerodrome Committee Terms of Reference.**

Tom Moxey / Bridget Ryan

Fly Neighbourly in ERSA

**2. RECOMMENDATION**

**That the Council replace the existing 'Noise Abatement Procedures' to helicopter operations in the En Route Supplement Australia (ERSA) with a general 'Fly Neighbourly' policy.**

Graham Smith / Tom Moxey

**CORRESPONDENCE:**

Nil

**GENERAL BUSINESS:**

Site Visit to Aerodrome

**3. RECOMMENDATION:**

**That Council facilitates a site visit to the aerodrome with RFS representatives, Aerodrome Committee, and relevant stakeholders to discuss the operations and issues rising from the recent firefighting operations.**

Graham Smith / Bridget Ryan

Beautification and Improvement of Main Entrance

**4. RECOMMENDATION:**

**That Council commits funds to the beautification and improvement of the main entrance and upgrade of existing rural fencing along Wee Jasper Road.**

Bridget Ryan / Tom Moxey

Upgrade of Fencing around Runway

**5. RECOMMENDATION:**

**That Council commits funds to the upgrade of fencing around the runway.**

Graham Smith / Fred Kell

Upgrade of Runway and Apron Lighting

**6. RECOMMENDATION:**

**That Council commits funds to complete the upgrade of runway and apron lighting.**

Fred Kell / Tom Moxey

1. General discussion regarding lighting / security cameras at the airport carpark.
2. General discussion regarding catheads at no.17 end of runway.  
ACTION: Council Design Engineer to follow up with maintenance crew.
3. General discussion regarding gates and airside security.
4. General discussion regarding the proposal of a small maintenance shed. The proposed location of Lot 7 (intersected by the access road) raised no objections. Recommended to match the same colour of the existing buildings on site.

**NEXT MEETING**

The next meeting will be held on 11 June 2019.

**CLOSED:**

The meeting closed at 7:28pm.

**ATTACHMENTS**

1. Aerodrome Committee DRAFT Terms of Reference: No: SVC-TofR-007-01
2. MEMO - Proposed Changes to Tumut Aerodrome ERSA.



## Aerodrome Committee *DRAFT* Terms of Reference

ToR No: SVC-TofR-007-01

**1. NAME**

The name of the Committee is the Aerodrome Committee.

The Aerodrome Committee is an advisory committee to Snowy Valleys Council.

**2. STATUS**

Being an advisory committee, the Aerodrome Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

**3. DELEGATION**

All decisions of the Committee will, therefore, constitute recommendations to Council and other major stakeholders where relevant.

**2. PURPOSE**

The purpose of the committee is to:

- Provide a forum for discussion of strategic planning issues relevant to the Tumut Aerodrome;
- Provide appropriate advice and recommendations on strategic matters relevant to the Tumut Aerodrome.

**3. OBJECTIVES OF THE COMMITTEE**

The Aerodrome Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The focus of the Committee shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's Community Strategic Plan and its Delivery Program. Discussions should consider funding priorities, service levels and planning for a sustainable future.

The Community Strategic Plan is a ten year plan developed and endorsed by the Council, which identifies the main priorities and aspirations of the Snowy Valleys community.

The Delivery Program is a four year program detailing those activities to be undertaken by the Council, which achieve the objectives of the Community Strategic Plan.

The development of these plans is a legislative requirement of Council.

Furthermore, the Aerodrome Committee shall provide comment on aerodrome matters, as presented in Aerodrome Committee reports.

Exclusions:

The Aerodrome Committee is not responsible for the day-to-day administration and operation of the Tumut Aerodrome. Any administrative and operational concerns shall be referred to Council through appropriate customer service channels.

Where a matter is deemed significant enough to warrant discussion and/or a recommendation to Council, it may be raised at a Committee meeting.

**4. DECISION MAKING**

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

**5. MANAGEMENT AND OPERATION OF THE COMMITTEE**

**a) STRUCTURE / MEMBERSHIP**

The Committee shall be comprised of eight (8) of citizen/community representatives, the General Manager or nominated delegate and one (1) Councillor/s. It is desirable that there is a representation from the entire Snowy Valleys Community, a reasonable gender balance and age distribution on the Committee.

**b) APPOINTMENT AND SELECTION OF MEMBERS**

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Aerodrome Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

**c) TERM**

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Aerodrome Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

**d) CHAIRPERSON**

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

**e) SECRETARIAT**

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

**f) COUNCIL STAFF MEMBERS ON COMMITTEES**

Snowy Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights

- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

**g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

**h) QUORUM**

A quorum of the Committee will be four (4) number of appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 5i).

**i) INQUORATE MEETINGS**

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes. The members present at an inquorate discussion cannot put or carry any motion or resolution.

**j) DECISIONS AND VOTING**

The Committee's business is conducted on a simple majority vote by those appointed members present.

For consensus:

If it is not possible to arrive at a consensus on a particular item, the recommendation to Council should note the dissenting views.

For voting:

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Aerodrome Committee for the Snowy Valleys Shire.

Only those Councillors appointed to the Aerodrome Committee have voting rights.

**k) ATTENDANCE OF NON MEMBERS**

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

**l) WORKING GROUPS**

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

**6. COMMITTEE OPERATION AND MEETINGS**

**a) MEETINGS**

Meetings will be held quarterly at 5:30 pm at Snowy Valleys Council.

**b) SPECIAL MEETINGS**

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

**c) NOTICE OF MEETINGS**

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

**d) MINUTES**

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

**e) MEETING PROCEDURES AND PROTOCOL**

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

A Committee member who wants an item of business included on the agenda for a particular meeting must give written notice to Council at least seven days before the Committee meeting.

Business not on the agenda or arising from the agenda must not be considered at the meeting unless Council agrees to admit such business at the meeting.

**7. SUPPORT AND RESOURCING THE COMMITTEE**

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes to support the function of the Committee and any working groups.

**8. MEDIA COMMENT AND CONFIDENTIALITY**

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**9. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES**

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

**10. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

**11. DISSOLUTION**

Council may at any time dissolve the Committee.

**12. LIABILITY OF MEMBERS**

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a

member, an employee or a person so acting personally to any action, liability, claim or demand.

**13. SUPERSEDING POLICY NO AND TITLE**

*Tumut Shire Council - Aerodrome Committee Terms of Reference ToFR.12 v1.5*

**14. TERMS OF REFERENCE PREPARED AND AMENDED BY:**

*Coordinator Water and Wastewater*

**15. HISTORY TABLE**

<b>Version No</b>	<b>Approval Date</b>	<b>Resolution Number</b>	<b>Date to be Reviewed</b>
1.0			

Memo



www.snowyvalleys.nsw.gov.au

**TO: Aerodrome Residents**

**FROM: Snowy Valleys Council**

**DATE: 05/12/2018**

**SUBJECT: Proposed Changes to Tumut Aerodrome ERSA  
Helicopter Conditions**

Dear Aerodrome Resident,

The Tumut Aerodrome ERSA helicopter conditions are under review to address concerns expressed over the current limitations.

Currently, the ERSA states the following points with regard to 'Noise Abatement Procedures':

- 1) Fly Neighbourly procedures apply when OPR HEL WI circuit area.
- 2) HEL engine ground runs and hover training must only be conducted south of WDI.
- 3) Night circuits not permitted.

Three options are proposed for discussion (the exact wording is yet to be confirmed). It is proposed that the areas nominated for helicopter operations will be delineated with blue cones, located outside the gable markers.

**OPTION 1**

The simplest option is to remove all noise abatement procedures from the ERSA. These can be replaced with a request to **PLEASE FLY NEIGHBOURLY** - Please be considerate of local residents.

**OPTION 2**

- 1) Fly Neighbourly procedures apply when OPR HEL WI circuit area.
- 2) Outside of the hours of 7 am through 7 pm, HEL engine ground runs and hover training shall be conducted within the area **bound 150m short of each end (threshold) of the runway**
- 3) Night circuits not permitted.

**OPTION 3**

- 1) Fly Neighbourly procedures apply when OPR HEL WI circuit area.
- 2) Outside of the hours of 7 am through 7 pm, HEL engine ground runs and hover training must only be conducted within the area **south of the main taxiway but not closer than 150m from the southern end (threshold) of the runway.**
- 3) Night circuits not permitted.

**Leading, engaging and supporting strong and vibrant communities.**

**Tumbarumba Office:** Cnr of Bridge & Winton St (Po Box 61), Tumbarumba NSW 2653 • P 02 6948 9100 • tumbaadmin@snowyvalleys.nsw.gov.au

**Tumut Office:** 76 Capper St, Tumut NSW 2720 • P 02 6941 2555 • tumutadmin@snowyvalleys.nsw.gov.au

Memo



*Note 1: During declared emergency events, all of the restrictions imposed by any option are temporarily suspended.*

*Note 2: These conditions apply to Council-owned land only.*

Please provide feedback to Council in writing by 18 January 2019.

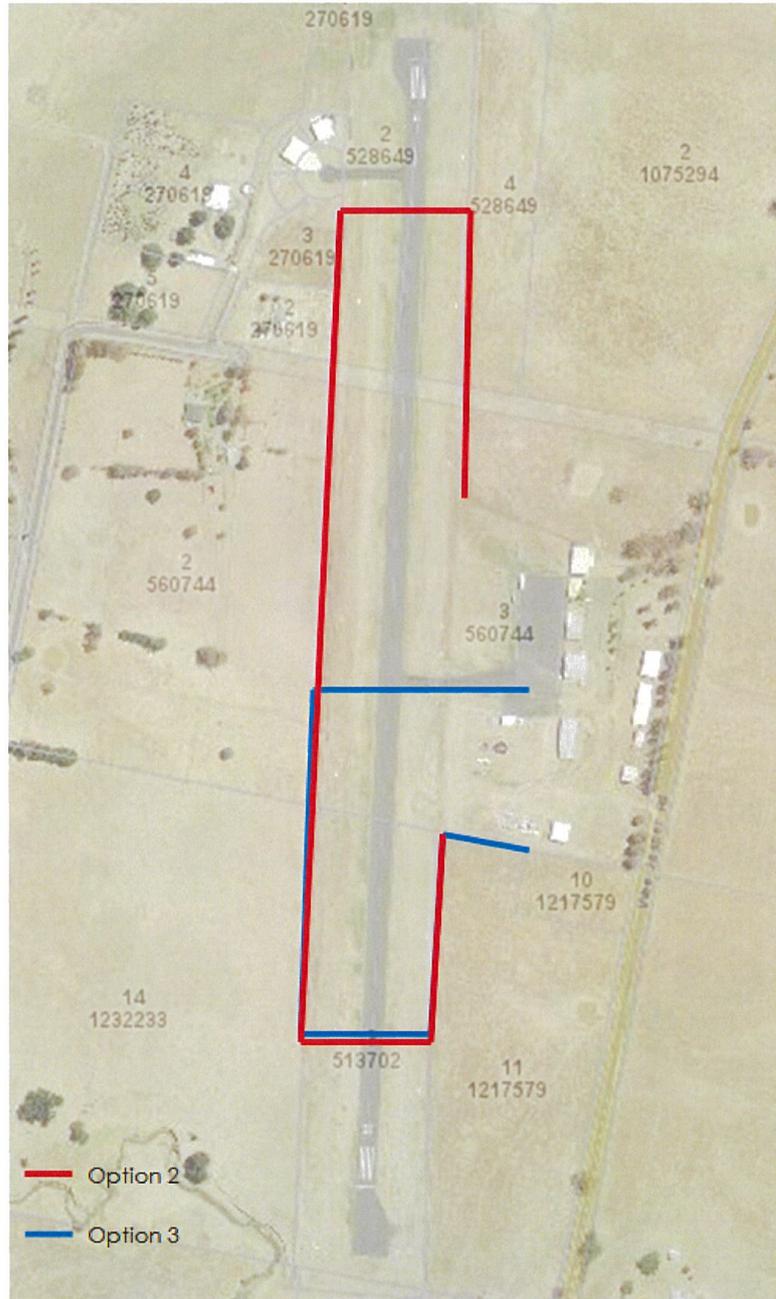
If you have any questions regarding this matter, please contact Council's Survey and Design Engineer, Mr. Geoff Rotgans, on (02) 6941 2555.

Yours Faithfully,

A handwritten signature in black ink, appearing to read "Heinz Kausche".

Heinz Kausche  
**Acting Director Assets and Infrastructure**

Memo



**REPORT NUMBER:** ADC 1  
**SUBJECT:** Aerodrome Committee matters for June 2019 (.)  
**REPORT AUTHOR:** Geoffrey Rotgans  
**RESPONSIBLE MANAGER:** Glen McGrath

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**PURPOSE OF REPORT:** To inform the Committee of strategic matters concerning the Tumut Aerodrome.

#### **KEY ISSUES**

- **Changes to Draft Terms of Reference – Aerodrome Committee**
- **Committee Member Resignation**
- **Application for Membership on the Committee**
- **Trees Obstructing the OLS**
- **Outcomes from 20th May Site Meeting**

#### **BACKGROUND**

##### **1. Changes to Draft Terms of Reference – Aerodrome Committee**

The Terms of Reference for the Aerodrome Committee is to be reviewed and readopted.

Please note changes made to structure/membership and quorum as a necessity considering membership numbers.

It is recommended that the Committee change the meetings from quarterly to biannual (Section 6a).

The committee is asked to review the Terms of Reference (see attachment, ToR No: SVC-TofR-007-01). Any changes will need to be reflected in the recommendation to Council for adoption.

##### **2. Committee Member Resignation**

A letter of resignation was received from Mr David Francis notifying Council of his resignation from the Aerodrome Committee.

Mr Francis has served on the Committee for most of 10 years, spending a large proportion of that time as the chairperson. He was instrumental in getting Skyfuel at the aerodrome, and also contributed strongly to the Aerodrome Masterplan work-shopping process.

The Committee is respectfully asked to accept the resignation of Mr Francis, and consider recommending that Council write a letter of thanks on their behalf for his long service.

### **3. Application for Membership on the Committee**

The following applications have been received from interested community members for nomination to the Tumut Aerodrome Committee:

Mr Jon Gregory

Applicant Qualifications: District Manager NSW RFS, Level 3 Emergency Incident Controller

Reasons for Membership: Major stakeholder & coordinator of air operations during natural disasters (i.e. fire, flood).

Other Comments: Significant investment & presence at the Tumut Aerodrome.

### **4. Trees Obstructing the OLS**

A recent survey of the Tumut Aerodrome Obstacle Limitation Surface (OLS) has identified a number of trees which are obstructing the OLS. In accordance with Council's standard procedures and CASA requirements, these trees should be lopped to ensure safety at the aerodrome. Failure to take appropriate action could result in enforcement action by CASA not limited to displacement of the thresholds.

### **5. Outcomes from 20th May Site Meeting**

An informal site meeting facilitated with RFS on the 20<sup>th</sup> May was held at the aerodrome following Council accepting the recommendation from the March Aerodrome meeting.

Discussion covered the following key areas:

- a) Public Safety Access Issues
- b) Congestion / Aircraft Parking
- c) Damage to 'Seal Only' Portion of Apron
- d) Dust & Debris Issues
- e) RFS Water Loading Area
- f) Request to Extend Culvert
- g) Request for Extra Taxiway near RFS Facility
- h) Request for Runway Extension
- i) Parking of Helicopters Away from Hangars, Clubhouse & Airport Lodge

General information/discussion provided on:

- j) Request for Council to Supply Additional Rubbish/Recycling Bins When Section 44 Declared.
- k) Damage to Apron from Helicopter Skids
- l) Mowing Issues – Timing / Fire Hazard
- m) Temporary Skillion Roof to Cover RFS Fire Tanker
- n) Provision of Water Connection

Other issues raised were:

- o) Contracted personnel using the TAC facilities and the associated costs.
- p) Question on the ERSA – "SE RWY shoulder FM TWY not AVBL for ACFT landing or TKOF".

The outcomes of the informal site meeting may be discussed as above and recommendations put forward by the committee as needed.

**RECOMMENDATION**

- 1. That the Council adopt the DRAFT Aerodrome Committee Terms of Reference with the changes to structure/membership and quorum.**
- 2. That Council accept the resignation of Mr Francis and produce a letter on behalf of the committee expressing thanks to Mr Francis for his long-standing service to the Aerodrome Committee.**
- 3. That Council appoint Mr Jon Gregory to the Aerodrome Committee.**
- 4. That Council lop the trees along Wee Jasper Road which are obstructing the Obstacle Limitation Surface.**

**ATTACHMENTS**

1. Aerodrome Committee DRAFT Terms of Reference: No: SVC-TofR-007-01



## Aerodrome Committee DRAFT Terms of Reference

ToR No: SVC-ToR-007-01

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Furthermore, the Aerodrome Committee shall provide comment on aerodrome matters, as presented in Aerodrome Committee reports.

Exclusions:

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**g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

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**h) QUORUM**

A quorum of the Committee will be ~~four (4) number~~ half-plus-one (more than 50%) of appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) ~~continue~~ as an Inquorate discussion (refer 5i).

**i) INQUORATE MEETINGS**

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

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The Committee's business is conducted on a simple majority vote by those appointed members present.

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**a) MEETINGS**

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A minimum of twenty four hours notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

**d) MINUTES**

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

**e) MEETING PROCEDURES AND PROTOCOL**

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

A Committee member who wants an item of business included on the agenda for a particular meeting must give written notice to Council at least seven days before the Committee meeting.

Business not on the agenda or arising from the agenda must not be considered at the meeting unless Council agrees to admit such business at the meeting.

**7. SUPPORT AND RESOURCING THE COMMITTEE**

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes to support the function of the Committee and any working groups.

**8. MEDIA COMMENT AND CONFIDENTIALITY**

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**9. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES**

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

**10. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

**11. DISSOLUTION**

Council may at any time dissolve the Committee.

**12. LIABILITY OF MEMBERS**

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a

committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

**13. SUPERSEDING POLICY NO AND TITLE**

*Tumut Shire Council - Aerodrome Committee Terms of Reference ToFR.12 v1.5*

**14. TERMS OF REFERENCE PREPARED AND AMENDED BY:**

*Coordinator Water and Wastewater & Survey & Design Engineer*

**15. HISTORY TABLE**



Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			
<u>2.0</u>			

