



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, 13 March, 2018**, commencing at **5:30 PM**.

Distribution: 10	Present:	Apology:	Absent:
Clr John Larter – (Delegate)			
Design Engineer – Edward Greig (Delegate)			
Fred Kell			
Peter Wilson			
Graham Smith			
David Francis			
Tim Gallard			
Bridget Ryan			
Ashley Parker			
Information Only			
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, 13 March, 2018, commencing at 5:30 PM.

APOLOGIES

CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S-

- . Tumut Aerodrome Committee Meeting – 12/09/2017 3

BUSINESS ARISING FROM MINUTES

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

COMMITTEE REPORTS

- . Aerodrome Committee - Matters for March 2018 5

GENERAL BUSINESS

NEXT MEETING

The next meeting date is scheduled to be held Tuesday, 12 June 2018.

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MEETING COMMENCEMENT: 5:40 pm

PRESENT:

Participants:	Present:	Apology:	Absent:
Design Engineer – Edward Greig (Delegate)	x		
Fred Kell	x		
Peter Wilson			x
Graham Smith			x
David Francis	x		
Tim Gallard			x
Bridget Ryan	x		
Ashley Parker			x

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

APOLOGIES:

AC04. RESOLVED that the apologies from Nil be received.

No Quorum.

CONFIRMATION OF MINUTES:

AC05. RESOLVED that the minutes of the **Aerodrome Committee** held on **14-March-2017** be accepted as read.

No Quorum.

BUSINESS ARISING FROM MINUTES:

Nil.

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

Nil.

COMMITTEE REPORTS:

There was no quorum.

There was discussion regarding the proposed changes to Part 139 of MOS and Part 139 of CASR. David Francis encouraged Committee members to review the proposed changes and make a submission to CASA.

GENERAL BUSINESS:

There was discussion regarding fences around the Tumut Aerodrome. Council should consider options for maintenance with adjacent landholders as a means of preventing animals from entering the airstrip.

NEXT MEETING

The next meeting will be held on March 10, 2018.

CLOSED:

The meeting closed at 6:10 pm.

REPORT NUMBER: ADC 1
SUBJECT: Aerodrome Committee - Matters for March 2018
(.)
REPORT AUTHOR: Edward Greig
RESPONSIBLE MANAGER: Matthew Christensen

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

KEY ISSUES

- Aerodrome Committee Membership Forms
- Draft Terms of Reference – Aerodrome Committee

INTRODUCTION

1. Aerodrome Committee Membership Forms

All Aerodrome Committee members are advised that they will need to submit new committee membership application forms.

Application forms have been included with the business paper for the March 2018 Aerodrome Committee meeting, and can either be returned at the March meeting or prior to the subsequent meeting.

2. Draft Terms of Reference – Aerodrome Committee

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

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

RECOMMENDATION

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

ATTACHMENTS

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



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 proceed (Executive will be responsible for board), it requires board and Board/Board meeting

1. REGIONAL BOARD

It is anticipated that the committee will make decisions based on consensus, if it is not possible to achieve this consensus, a particular issue should be referred to the Board should this be the appropriate way.

2. MANAGEMENT AND OPERATIONS OF THE COMMITTEE

a) EFFECTIVE MANAGEMENT

The Committee shall be comprised of eight (8) of whom normally representatives, the General Manager or representative and one representative. It is desirable that there is representation from the various industry sectors, a reasonable geographical spread and age distribution of the Committee.

b) APPOINTMENT AND RELATIONSHIP OF MEMBERS

The General Manager should set criteria for appointments from various sectors within the Committee for a representative member position.

The applications will be assessed on their own merits and persons will be appointed to the Committee on the basis of their skills, knowledge, experience and commitment to the aerodrome as a group or organisation.

c) TERM

The term should not exceed 12 months in duration for each appointment. Any extension should only be for a limited period and should not exceed 12 months in total for an appointment beyond the normal 12 month period.

Members of the Committee shall be eligible to stand for re-election

- Be able to attend meetings with a minimum of 12 months notice
- Be able to attend meetings with a minimum of 12 months notice
- Be able to attend any other committee meetings with a minimum of 12 months notice and attend any other committee meetings with a minimum of 12 months notice.

d) CHAIRPERSON

The Chairperson shall be elected by the committee by a simple majority vote from those members present at the first meeting of each calendar year and shall serve a term of 12 months.

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

e) MEMBERSHIP

Staff members from the General Manager should perform the administrative duties for the Committee.

f) VOUCHER STAFF REPRESENTATION COMMITTEE

Staff will be represented by members who attend committee meetings shall

- Be able to attend meetings of the committee
- Have no voting rights.

- i. Further able to avoid the role of Chairperson or Vice Chairperson at any meeting;
- ii. Be considered as senior officials/ members of the committee at all times.

g) PRIMARY INTERESTS ARE CONFLICT OF INTEREST

Members of the Committee must, before attending the agenda for a meeting, or when becoming aware (or subsequently) of a conflict or potential conflict of interest being the subject of the Committee, immediately advise the Chairperson.

The Committee member must withdraw from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting until the matter is discussed and not participate in any further deliberations in the room. The absence will be recorded in the minutes.

h) AGENDA

Agenda of the Committee will be fixed at a number of appointed voting members present.

If a quorum is not reached within 15 minutes of the appointed starting time, the meeting shall be postponed.

ii) In circumstances where determined by the Chairperson in consultation with the Chairperson performing the duties of the Chairperson, that the required time (time included with other scheduled meetings)

iii) (unless an alternative arrangement is made).

i) REQUISITE MEETINGS

If the requisite meeting does not occur the required quorum, those members present (or determine whether they would be in violation with the Chairperson's Requisite Meeting).

In this case, recommendations for decisions cannot be made, but action cannot be taken at subsequent meetings where a quorum is present.

Minutes of an agenda item/committee will be the basis of agenda item/committee. The agenda item/committee will be the basis of agenda item/committee. The agenda item/committee will be the basis of agenda item/committee.

j) RECOMMENDATIONS AND ACTION

The Committee's business is conducted on a regular basis by those appointed members present.

The committee:

It is not possible to make a decision on a particular item, the recommendation is passed to the Council for adoption.

The voting:

Each appointed member of the Committee present shall vote and his/her votes shall be counted.

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

The Committee shall make recommendations for Council for adoption prior to implementation by the Committee.

Only those Committee members present at the meeting shall be eligible to vote.

6. ATTENDANCE OF NON-MEMBERS

The Committee may, at its discretion, allow non-members, observers and visitors to attend meetings if the committee is satisfied with the nature of information and reports presented and accepted by the Committee.

7. WORKING GROUPS

The Committee may, at its discretion, establish Working Groups required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be requested to working group. A member of the Committee shall act in the capacity of chairperson of the working group.

The committee shall determine the nature and composition of the working group, its responsibilities and shall be responsible for the Working Group activities that it oversees.

8. COMMITTEE OPERATIONS AND MEETINGS

a) MEETINGS

Meetings will be held quarterly (Q1) on alternate Wednesdays.

b) SPECIAL MEETINGS

Special meetings may be called by the Chairperson, or advised for urgent matters by a member of the Committee or Committee staff. The Committee will advise the Chairperson of any special meeting.

c) NOTICE OF MEETINGS

The Notice of Meeting will be provided to each Committee member in writing, either by email, first and last page of the meeting minutes accompanied by a meeting paper which includes an agenda for the meeting, minutes of the previous meeting and 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 meeting.

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

Agenda items and/or meeting agendas and accompanying reports shall be placed in 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 member will receive a copy of the minutes with the notice of meeting for the next meeting.

Other arrangements for minute minutes from the meetings may be made by resolution of the working members of the Committee.

The minutes shall be confirmed at the next committee meeting unless otherwise resolved.

Copies of the minutes will be supplied to Committee members in each meeting following that any alternative arrangements are made.

e) MEETING PROCEDURES AND PROTOCOL

The procedures and protocols to be observed at the Committee meetings are those set out in the following: Meeting Protocol, Code of Conduct and Arrangements with the protocols of Council (2012) Local Government Act of 1993.

If Committee members who work on items of business included on the agenda for a particular meeting must give written notice to the Council Administrator before the Committee meeting.

Business on the agenda prior to the start of the meeting will be considered unless meeting arrangements agree to otherwise. Business at the meeting.

1. AGENDAS AND MINUTES OF THE COMMITTEE

The Council will provide administrative support for the meetings, including agendas, preparation and distribution of agendas and minutes to support the function of the Committee and the Administrator.

2. MEDIA COMMENT AND CONFIDENTIALITY

The Committee has delegated authority to make comments to the media on behalf of the Committee and to the appropriate personnel of the General Manager.

The Committee has not authorised authority to make comments on behalf of Shropshire Council.

Members of the Committee should approve the Committee minutes. Approval is given that all sensitive matters of a confidential nature. The confidentiality of sensitive matters reported by all members.

3. SHROPSHIRE COUNCIL'S POLICIES AND STRATEGIC OBJECTIVES

Shropshire Council's policies, strategies, plans and objectives are published on the website of Shropshire Council. Local Government Act of 1985. The objectives of the Council are to provide services and facilities to the people, promote the Council's interests and the Council's interests.

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4. RESOURCES: THE BUDGET OF SHROPSHIRE

Resources available for expenditure to the Council of Shropshire Council include the following: the provision of services and facilities to the people, promote the Council's interests and the Council's interests.

Resources available for expenditure to the Council of Shropshire Council include the following: the provision of services and facilities to the people, promote the Council's interests and the Council's interests.

5. RESOLUTIONS

Council may at any time resolve the Committee.

6. QUALIFICATION OF MEMBERS

In accordance with Section 2 Section 75B of the Local Government Act 1985, a person is qualified to be a member of the Council if the Council is satisfied that the person is qualified to be a member of the Council. The Council is satisfied that the person is qualified to be a member of the Council if the Council is satisfied that the person is qualified to be a member of the Council.

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

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

