

Maryborough Aerodrome Advisory Group Terms of Reference



1. Purpose

The purpose of this advisory group is to provide expert advice and guidance to the Council and its Executive on matters pertaining to the management, development, operation, and maintenance of the Maryborough Aerodrome.

2. Membership

The Group will comprise:

The group shall consist of a Councillor (Chairperson), maximum of two Council Staff, and maximum of five community and stakeholder members.

The two Council staff shall be the relevant General Manager accountable for the strategic management of aerodrome and relevant staff member responsible for the maintenance and management of the aerodrome.

The five community and stakeholder membership will be skills based with the following capabilities demonstrated:

- Knowledge of aerodrome operations;
- Business acumen;
- Community development; and
- Community asset management.

The members will be selected by calling for nominations. An advertisement will be placed in the local media and on Council's website. Interested representatives must submit an Expression of Interest. Appointment will be for an initial period of 24 months and will be reviewed one month prior to the expiry of the term.

Should the need arise other stakeholders can be invited to the advisory group meetings to provide information or contribute to the discussion for increased benefit to the Maryborough Aerodrome.

3. Meetings

The advisory group shall meet quarterly, or as deemed necessary by the Chairperson or Council. Meeting dates, times, and venues shall be determined in consultation with the advisory group members. The relevant General Manager shall prepare meeting agendas, circulate relevant materials in advance, and ensure that notes of each meeting are documented and distributed to the advisory members before the next meeting.

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4. Advisory Function

Responsibilities of advisory group members:

- Provide advice and guidance to the Council and its Executive on matters related to aerodrome management, including planning, infrastructure development, safety measures, environmental impact, noise management, and community engagement.
- Review and provide feedback on proposed policies, guidelines, and initiatives related to the aerodrome.
- Act as a liaison between the Council, aerodrome operators, local community, and other stakeholders, facilitating effective communication and engagement.

5. Insurance

Members of the advisory group are covered by the Council's voluntary workers and fidelity guarantee policy.

6. Position Particulars

A person who is, or has been, a member of the advisory group must not misuse their position:

- to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- to cause, or attempt to cause, detriment to the Council, or another person.

A person who is, or has been, a member of the advisory group, must not disclose information that the person knows, or should reasonably know, as confidential information.

7. Review Period

These Terms of Reference shall remain in effect until amended or revoked by the Council. The Council shall periodically review the Committee's performance and effectiveness, making necessary adjustments or reconstitution if deemed appropriate.