



## TERMS OF REFERENCE

*INGHAM AERODROME USER GROUP*

## 1. Purpose

The Ingham Aerodrome User Group has been established to provide feedback and make recommendations regarding the Ingham Aerodrome.

## 2. Scope

The User Group is empowered to do the following:

- Provide feedback and make recommendations to Council on development proposals;
- Short/long term planning initiatives;
- Aerodrome operational issues; and
- Strategic planning and matters of joint interest that may impact on the aerodrome's safety performance and viability.

The User Group does not have the power to commit Council to any decision or action, or to direct Council staff in their duties. The User Group may make recommendations for consideration by Council, as Council reserves the right to accept or reject recommendations from the User Group.

## 3. Membership

The User Group consists of:

- Aerodrome operators/tenants;
- Mayor/Councillors from the Hinchinbrook Shire Council; and
- Council representatives including Aerodrome Reporting Officer.

The Councillor shall be nominated by the Hinchinbrook Shire Council.

### 3.1 Alternative Representatives

As required, alternative representatives may attend meetings on behalf of the named representative.

### 3.2 Specialist Advice

Individuals and groups may be invited to attend User Group meetings to provide specialist advice. They must not be involved in the decision-making process.

### 3.3 Council Officer

A Council Officer or delegate will attend all meetings.

## 4. Roles and Responsibilities

### 4.1 Council

Council will:

- Document minutes of each scheduled meeting and distribute minutes to members;
- Ensure the confirmed and signed copy of the minutes are saved in Council's record system - ECM;
- Ensure a Council Officer or delegate is present at all User Group meetings, wherever possible;
- Publish on Council website the agreed Schedule of Meetings;
- Provide regular Reports to Council regarding User Group recommendations;
- Provide timely feedback (and if applicable timelines) of Council's consideration of recommendations approved by User Group;
- Assist with identifying funding opportunities;
- Respond to requests/letters from the User Group as per Council's Customer Service Charter;
- Provide the User Group with a list of designated Officers authorised to be the contact person for specific matters or concerns;
- Provide additional support as required to ensure the effective operation of the User Group; and
- Each four years or earlier if required, review the function and purpose of the User Group and determine if the User Group should continue.



#### **4.2 Committee**

The User Group will:

- Develop a schedule of User Group meetings and notify the Council representative;
- Distribute information to their organisations and interested persons;
- Confirm the accuracy of minutes at the next meeting of the User Group. The Chairperson must sign a copy of the confirmed minutes; and
- Actively participate in activities that support the achievement of the purpose of the User Group.

#### **4.3 Attendance at Meetings**

It is expected that members will attend all meetings. In the event of a User Group member missing a meeting they should contact the Chairperson with notice of their absence, and this will be recorded in the minutes.

#### **4.4 Confidentiality**

Information discussed, received, used or created by the User Group may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Committee.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

#### **4.5 Conflicts of Interest**

Conflicts of interest must be declared. In the event of a conflict of interest, the declaration must be recorded in the minutes.

#### **4.6 Media**

Only Council's appointed spokespersons are authorised to make statements to the media on behalf of Council. Authorised spokespersons are:

- Mayor official spokesperson;
- Councillors portfolio spokespersons;
- Chief Executive Officer;
- Director/Executive Manager position relating to their relevant function; and
- Media and Communications Officer.

#### **4.7 Chairperson**

The User Group is to elect the Chairperson (excluding the Council Representative) for a two-year term.

## **5. Operating Procedures**

#### **5.1 Meetings**

User Group meetings are to be held four times annually.

Additional special meetings may be called as required. User Group members must be provided with two days written notice of a special or additional meeting and the purpose of the meeting must be clearly stated.

#### **5.2 Quorum and Decision Making**

The quorum is a minimum of the Chairperson and two other representatives.

No formal business shall be conducted by the User Group unless a quorum exists. If a quorum is not present, the Chairperson may decide that the User Group meet for discussion only.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson. User Group members shall have one vote. The Councillor must vote.

If there is an equal division of votes, the Chairperson or Deputy Chairperson shall have a second or casting vote.

The decision-making process that eventuates from a vote and/or consensus decision is a recommendation to Council only. It does not form/provide a direction for staff to action and does not constitute a decision by Council.



**5.3 Councillor Report**

The Councillor must report the key issues of each meeting to the next meeting of Council.

**5.4 Recommendations and Actions**

The Council Officer responsible for the User Group will authorise actions within his/her delegated authority and will refer other recommendations and requests to Council departments and/or Council for discussion and approval.

## **6. Evaluation and Review**

**6.1 Review**

The composition, activities and Terms of Reference of the Committee will be reviewed at least every four years, or as required.

The results of any review shall be reported to Council prior to the fourth year of operation or earlier, if a quorum is unable to be formed for three successive meetings.

The report shall consider:

- The User Groups achievements;
- The Purpose and Responsibilities of the User Group;
- Composition of the Committee;
- Whether there is a demonstrated need for the Advisory Committee to continue; and
- Any other relevant matter.

**6.2 Cessation**

Council may disband the User Group following a review or at any time during its operation.

## **7. Responsibility**

Secretariat Duties for the Ingham Aerodrome User Group: Administrative Assistant Infrastructure Assets.

