

# Terms of Reference

## Stawell Aerodrome Advisory Group



<b>Responsible director:</b>	<b>Director Infrastructure and Amenity</b>
<b>Responsible officer:</b>	<b>Manager Operations</b>
<b>Functional area:</b>	<b>Operations</b>
<b>Adopted by Council:</b>	<b>1 December 2025</b>
<b>Review date:</b>	<b>1 December 2026</b>

### Objective

Council has sought that an Advisory Group be established to provide advice on the implementation of the Stawell Aerodrome Master plan, identify opportunities for long-term economic investment in the aerodrome to benefit the region and support the strategic management and development of the aerodrome and its surrounds.

### Background

The Stawell Aerodrome Master plan (Master plan) was adopted by the Northern Grampians Shire Council on 29 January 2009 [Since revised September 2023].

### Purpose

To research and act as a consulting and advising body to the Northern Grampians Shire Council to support and guide the strategic management and development of the Stawell Aerodrome and its surrounds.

The purpose of the Master plan is to guide future development having regard to the existing and anticipated use of the aerodrome

### Membership

Membership of the Stawell Aerodrome Advisory Group (the Group) shall comprise.

- Two Councillors as nominated by council.
- Director Infrastructure and Amenity or representative. (Manager Operations)
- Representative from Department of Energy, Environment and Climate (DEECA).
- Representatives from users at the Stawell Aerodrome (up to four) to be nominated by the users.
- Representatives to be nominated for a period of two years.
- The council will invite the users to nominate their representatives and a report to be provided to the council for a decision.
- The term of appointment is four years.

### Authority/roles and responsibilities

The Group exercises no direct authority or power.

The role of the Group is advisory and as such does not have any statutory role.

### Scope and deliverables

The Group shall:

- Act as an advisory group for the implementation of the Stawell Aerodrome Master plan.
- Research issues of interest to council in the development of the Stawell Aerodrome.
- Formulate and recommend aerodrome-related policy and strategy to the council.
- Share previous relevant experience.

- Bring expert knowledge to the group.
- Support increased knowledge and understanding of council on Stawell Aerodrome-related issues.
- Act as an advocacy group on behalf of the resource needs to develop and maintain council assets, and particularly the delivery of aerodrome services.
- Consider issues referred to it by the council.
- Provide an arena for further development of partnerships between councillors and aerodrome users.

The Group shall annually assess and recommend to the council budgetary process, the resources required for the capital works program.

The Group shall monitor on an ongoing basis the evolving usage of council assets and identify any trends relevant to the management of the assets.

Stawell Aerodrome-related issues may be routinely identified and considered at the discretion of the Group.

### **Meetings**

Meetings of the Group shall be held at least two times each year – October/November and April/May in business hours; (however, the Group may use sub-groups (who will report back to the main Group) and meet as frequently as it considers necessary.

The Group shall elect a councillor as the chairperson.

The quorum for a Group meeting shall be at least half of the representatives of the Group.

### **Reporting responsibilities and communication**

Records of all meetings shall be documented and include actions and recommendations. Records will be registered in council's Electronic Document Records Management System and reported to council.

### **Review**

The Terms of Reference will be reviewed annually or as required.

### **Council Plan objective/strategy**

The Terms of Reference are aligned with Council's 2025-29 Council Plan goals.

### **Legislation and Standards**

Council Plan 2025-29

Part 139 (Aerodromes) Manual of Standards 2019 (part 139 MOS)

Stawell Airport Aerodrome Manual

### **Stakeholders**

Council, Community, Airport Operators, DEECA, Airport Tenants

### **Definitions**

**Terms of Reference** *describe the purpose and structure of a project, committee, sub-committee, group, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal; and*

*they provide a documented basis for making future decisions and for developing a common understanding of the scope among stakeholders.*

*The terms of reference are often referred to as the **charter**, eg committee charter*

### **Communication and implementation**

The Terms of Reference will be communicated to stakeholders through reporting to the Stawell Aerodrome Advisory Group and inclusion in meeting minutes.

**Gender Equality Act 2020**

In setting the Terms of Reference for the Stawell Aerodrome Advisory Group, the council has considered gender equality principles, rights, opportunities, responsibilities and outcomes and the promotion of gender equality.

**Review history**

Date	Review Details	Action
1 December 2025	Reported to Council	Adopted