



## **Glenorchy Airstrip Consultative Governance Committee Terms of Reference 8 February 2018**

Glenorchy Airstrip Consultative Governance Committee ('the Committee') is a consultative group, final decisions in relation to the airstrip rests with Queenstown Lakes District Council (QLDC) and (as far as delegated by QLDC) to the Airstrip Manager. Its guiding documents are the Glenorchy Airstrip Reserve Management Plan 2016, the Glenorchy Airstrip Noise Management Plan (to be approved) and the Terms of Reference below.

### **MEMBERSHIP**

#### **Chairperson**

TBC

#### **Deputy-Chairperson**

TBC

#### **Members**

Councillor Craig Ferguson for Queenstown Lakes District Council (Wakatipu Ward Councillor)

Robert Bakhuis for Glenorchy Community Association

Nick Nicholson for Authorised Users of Airstrip (Operators)

Jay Cameron for Wyuna Preserve Residents Association (including Blanket Bay)

Mike Clay, General Manager of Operations for Queenstown Airport Corporation

Membership Term shall be on a rotational basis and initially be 2 years, extending to 3 years in 2020.

#### **Quorum**

The quorum for every meeting shall be 3 members.

#### **Frequency of Meetings**

Quarterly

#### **Parent Body**

The Committee reports to the Queenstown Lakes District Council.

## **Objective of the Committee**

The objective of the Committee is to advise the QLDC on management and maintenance matters and potential future development of the Glenorchy Airstrip Reserve in accordance with the Glenorchy Airstrip Reserve Management Plan 2016, in a timely and efficient manner.

In fulfilling their role on the Committee, members shall be impartial and independent at all times.

## **TERMS OF REFERENCE**

### **Activity Areas**

1. To ensure Glenorchy Airstrip is managed in accordance with the Glenorchy Airstrip Reserve Management Plan 2016.

### **Responsibilities and key projects**

2. To consider and provide feedback on the Glenorchy Airstrip Noise Management Plan 2016.
3. To provide general feedback on the operations, development and maintenance of the airstrip.
3. To identify and resolve issues in a timely and efficient manner.
4. To consider and provide feedback on:
  - a) User licence applications including movement numbers and allocations
  - b) Noise complaints
  - c) Future development plans for the airstrip
6. All queries and/or complaints by a member of the public or outside organisations received by each Committee Member will be reported to the Committee for consideration.
7. To discuss and provide feedback on any other matters relating to the airstrip and reserve management.
8. To report any material changes to QLDC that may compromise the ability of the airstrip to meet community aviation needs (current and projected) while maintaining harmonious relationships with the community.
9. To annually review these terms or reference including nominees and advocate any changes to QLDC.

**Procedure**

The Chairperson will report back to the Council with recommendations of the Committee annually.

QLDC shall provide a senior council officer as secretariat to the Committee to call meetings, publish agendas and circulate minutes. Minutes shall be circulated to The Mayor and Chief Executive of QLDC and all interested parties no later than 7 working days following each meeting.

QLDC's appointed Airstrip Manager will provide a quarterly report to the Committee for discussion at meetings.

QLDC retains the ability to dissolve the Committee if required.