



# Community Aviation Consultation Group

## TERMS OF REFERENCE

January 2017

### 1. Introduction

Moorabbin Airport was leased to Moorabbin Airport Corporation (MAC) in 1998. MAC is owned by Goodman Group. As a federally-leased airport, Moorabbin Airport is responsible for establishing and maintaining a permanent Community Aviation Consultation Group (CACG).

### 2. Role and Purpose

The role and purpose of the Moorabbin Airport Community Aviation Consultation Group (the Group) is to act as a collaborative forum to:

- facilitate engagement between Moorabbin Airport, community representatives, local authorities, airport users and other stakeholder groups in relation to airport planning and operations
- allow airport planning and operational issues to be raised with the airport operator
- complement and support ongoing consultation on developments such as Master Plans, Airport Environment Strategies and Major Development Plans; and
- provide stakeholders with information regarding the airport and general aviation.

The Group has been established consistent with the Australian Government Community Aviation Consultation Group Guidelines issued February 2011 (the Guidelines). The Group does not replace other forums and consultative mechanisms.

### 3. Objectives of the Group

The Group will discuss issues/concerns of the community at large and airport users regarding the operation and development of Moorabbin Airport. Matters for discussion may include, but will not be limited to:

- the contribution of the airport to the local, regional and national economy
- development of the airport
- airport operations
- ground transport and access to the airport
- aircraft noise and environmental issues, including noise abatement
- reports by Airservices Australia and Civil Aviation Safety Authority (CASA)
- strategies to ensure the broad community is informed of issues discussed in the group and is encouraged to engage with Members to provide additional information and perspectives; and
- complaints handling procedures

#### **4. Membership**

Application for Membership of the Moorabbin Airport CACG should only be considered from persons who believe they will be able to constructively participate in the Group. Membership should be limited to two representatives from each organisation or group. Membership should include persons who can contribute views representative of:

- aviation services and operators at the airport
- community organisations or resident groups, ensuring representation from residents affected by airport development and operations
- Federal, State, Territory and Local Government bodies; and
- relevant local tourism bodies and business groups.

Moorabbin Airport, in consultation with the Chair, may also invite representatives of the following agencies who may or may not be formal members of the Group, to provide relevant information and assist in discussions including, but not limited to:

- Department of Infrastructure and Regional Development (the Department)
- Aircraft Noise Ombudsman
- Airservices Australia
- Civil Aviation Safety Authority (CASA); and

Group meetings are not open to the public; unregistered attendees will not be permitted to participate in the meeting.

#### **5. Application for Membership**

All new member applicants [for the Group] must complete the Group membership application form (see *Attachment 1: Membership Application*).

All applications will be reviewed by the Chair to determine whether the applicant is eligible for membership of the Group and has complied with the application requirements. The Chair may, in the Chair's absolute discretion, determine whether to grant membership to the applicant.

Without limitation, in making a decision in relation to any applicant, the Chair may have regard to:

- the size of the Group and whether there is a need for additional representation
- the composition of the Group and proportionate balance of members representing industry, community, airport and Government representatives
- the size and nature of the organisation or group that the applicant represents and the extent to which that organisation or group is affected by airport development and operations
- whether the applicant (and the applicant's proposed alternate) is able to contribute to the efficient and productive operation of the Group, including if the applicant is likely to promote the Group's role, purpose and objectives and will engage constructively, professionally and respectfully with the Chair and other Group members.

## **Existing membership**

Existing members must complete a new Membership Application form should their details change. If a member's views are no longer representative of their organisation/ group or body, this must be declared to the Chair without delay.

## **Revocation of membership or invitation**

The Chair may, in the Chair's absolute discretion and at any time (after having consulted with the Department), revoke membership of a member or invitation of an invitee if, in the Chair's opinion, the member (or its approved alternate) or invitee is:

- failing to act in ways which contribute to fulfilling the Group's Terms of Reference; or
- otherwise not supportive of the Group's role, purpose and objectives, or of the efficient and productive operation of the Group.

## **6. Chair**

The Group will be convened by an independent Chair, appointed by Moorabbin Airport in consultation with the Group, where feasible. The independent conduct of the Chair is critical for the effective functioning of the Group. An independent Chair will:

- ensure the input of the full membership is sought as to agenda items
- ensure adequate discussion time is devoted to issues of significance
- allow for appropriate consideration of 'other business' not foreshadowed at the time the Agenda is adopted
- ensure agenda materials and papers are meaningful and facilitate effective engagement of members in Group discussions
- encourage constructive and informed open discussion and a frank exchange of views
- seek to achieve balance and proportionality in the range of topics and issues brought to the Group; and
- monitor effective follow-up of action items.

Any interests, arrangements or associations of the Chair which might reasonably give rise to perceptions of a conflict of interest should be disclosed to the Group.

## **7. Conduct of members**

Members (and nominated alternates) are expected to:

- attend Group meetings
- engage constructively, professionally and respectfully with the Chair and other Group members
- not engage in behaviour which, in the opinion of the Chair, disrupts the efficient, productive and structured conduct of Group meetings
- contribute to each Group meeting in a way that is supportive of the Group's role, purpose and objectives
- comply with the requirements of these Terms of Reference; and
- follow the meeting agenda and the directions of the Chair.

The CACG is not a forum to campaign or lobby for outcomes and attempts to do so will be considered disruptive to the Group.

## **8. Schedule and Procedures**

It is expected that the Group will meet on a quarterly basis. The date, time and location of meetings will be determined by the Group with the approval of the Chair. An agenda will be provided to the Group members for consideration and contribution prior to the scheduled meeting date. Meeting notes will be provided to the Group and uploaded to the Moorabbin Airport Corporation website. An Annual Report will be available for viewing on the Moorabbin Airport website.

The Chair and a representative of Moorabbin Airport must be present at the meeting in order for the meeting to proceed

## **9. Secretariat**

Secretariat services will be provided by Moorabbin Airport Corporation.



# Moorabbin Airport Community Aviation Consultation Group

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## Membership Application

Please complete the below to apply for membership of the Moorabbin Airport Community Aviation Consultation Group.

If you are applying to represent a community organisation, resident group, local tourism body or business group, please provide a copy of the following documents along with the completed membership application form:

- a. terms of reference
- b. member charter (if any)
- c. details of the nominated representative(s), and proposed alternates
- d. letter of association (or similar establishment documents, if applicable) and a written (and dated) nomination by the group or organisation to represent their interests at the Moorabbin Airport CACG;

### Membership Information

**Please Circle:**    **Mr.**    **Mrs.**    **Ms.**    **Miss**    **Dr.**    **Cr**    **Other:**

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First Name

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Last Name

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Title

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Phone Number

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Email

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**Company / Group representing**

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Please send your completed Membership Application form and relevant documents to [admin@moorabbinairport.com.au](mailto:admin@moorabbinairport.com.au).