

Community Aviation Consultation Group

Meeting Notes - Meeting No 67

Meeting Date: 28 March 2014
Place: Terminal Building, Moorabbin Airport

Present & Apologies

The meeting was opened by the Chair at 1pm.

A list of member attendees & apologies is attached at schedule 1.

The Chairman welcomed invitees:

- Mr Tim Abberton, Representative of the Office of the Airport Noise Ombudsman
- Mr Michael Ryan, Senior Project Manager, Development Goodman Limited

General Business

The Chairman noted that the Agenda had been amended and the meeting notes would reflect the change.

Meeting Notes

The meeting notes of the 6 December 2013 CACG Meeting were adopted by the Members. The Chair advised meeting notes were available on the MAC website.

Action Items

Action Items were discussed and updates provided.

The Chairman advised that the Fly Friendly policy is not mandatory.

Standing Report - Correspondence

The Chair advised that he had issued CACG correspondence to Airservices regarding aircraft noise monitoring surrounding Moorabbin Airport – refer Existing Business below.

MAC received a letter of thanks and photos of the students from Heatherton Christian College following a presentation by MAC staff. As with most school events MAC donated model aircraft for the students.

Standing Report - Material Issues

MAC received one aircraft noise complaint about over the last quarter compared to 3 in the previous quarter. Airservices received 25 general complaints in the last quarter compared to 52 in the previous quarter.

For the 2013 calendar year, Moorabbin Airport had 223,000 movements. Moorabbin Airport was the 3rd busiest airport in Australia. There had been a 5%/ 15,000 reduction in movements from 2012. The number of movements forecast for the financial year 2014 is 230,000.

MAC had engaged a new Aviation Asset Manager who would be introduced to the CACG members at the next meeting.

Standing Report - Circuit Training Task Force

Recommendation status:

- 4 of the recommendations were closed;
- 2 are open Recommendations 7 and 8 are still open but there are no changes. and
- 2 are ongoing.

The Chairman advised that unless there were updates to provide, the item would not be listed on future agendas.

Standing Report - Community support

Events on airport that MAC has supported and meetings attended:

- The annual Family Day for Southern Autistic School was successfully held at the airport for the 23rd year. MAC sponsored the event including gifts purchased from the Museum as gifts for the children. Kingston City Council had donated gifts from Waves Leisure Centre. Tristar Aviation had provided a plane and pilot for the day. Shell donated 500L of fuel.
- MAC sponsored the Moorabbin Primary School Fete which had an Aviation theme.
- MAC conducted various school tours of the airport.
- MAC and Dingley Village Community Association quarterly meeting was convened.
- MAC had had a meeting with Clare O'Neil as well as a meeting with Mayor Paul Peulich.
- MAC is working with the Australian National Aviation Museum to get a DC-3 on display at the corner of Northern Avenue and Grange Road to promote the museum and attract visitors.
- MAC continues to sponsor the Westpac Lifesaving helicopter.

The Chairman asked if any groups connected with Tom Uren were going to prepare an obituary. There was no response. It was decided not to take the matter any further.

Standing Report - Media

Media articles for the last quarter were tabled and discussed.

Existing Business - Mordialloc Settlement Drain

An update was provided noting the works were carried out according to Melbourne Water and Commonwealth Government standards.

Existing Business - Costco

A presentation of the Costco Major Development Plan (MDP) process was delivered. The MDP was at the statutory public exhibition stage and submissions could be made until 30 May 2014. Public consultation undertaken by MAC included:

- Focus groups;
- Public Information sessions;
- Multiple notices in newspaper;
- Mail drop to 7,500 people advising of Public Information sessions;
- Presentations to stakeholder groups, government, aviation and community;
- Regular ongoing updates to Federal, State and Local Government

A project overview was provided to the CACG. The Preliminary Draft MDP document is available on the Moorabbin airport website.

Other Projects

Other projects MAC is undertaking:

- Existing warehouse expansion – Coca Cola;
- Minor extension to Federation Way;
- Intersection preparatory works for Boundary Road and Chifley Drive;
- NAB Business and Retail Bank to be opened in Chifley Business Park;

Existing Business - Master Plan 2015

MAC advised that the Master Plan is a requirement under the Airports Act and that there had been some statutory changes in requirements since the last Master Plan. The new Master plan has to incorporate the Airport Environment Strategy (AES) as well a new Ground Transport Plan. As the AES expires in February 2015 and the Master Plan in June 2015, a letter has been written to Minister Truss asking that the AES date be extended to June 2015 to align with the Master Plan.

MAC is in the process of engaging consultants for the preliminary report. It would be available for public exhibition in December/January and the final Master Plan would be given to the Government in June 2015 next year.

Aircraft Noise Monitoring

Airservices had responded regarding noise monitoring surrounding Moorabbin Airport. A copy of the letter will be sent out with the Meeting Notes. Airservices could provide short term monitoring up to 8 weeks per year with 2 monitors. This could be 2 four-week periods or 4 two-week periods. This would give MAC a good picture of noise from circuit training.

Possible sites where the noise monitors could be situated were discussed. Possible locations suggested one on the north, one on the south and two on the east. A secure site was required for the noise monitors e.g. on roof of schools, public buildings or community centres. There should be no high background noise (e.g. highway) or near trees.

The ANO said that he was pleased to see that the group was strategically focussed. He stated that outcomes of noise monitoring often validates what residents already know and that CACG needed to manage people's expectations of what this report will deliver.

Alternative Circuit Paths Review

Lambert and Rehbein continue to do work on this and have been consulting closely with the DVCA. CASA and Airservices have been involved informally and will now be asked formally to give feedback. There would be a turnaround of about a month. The Chair advised that it is difficult to change an airport circuit and that an update will be given at next meeting.

New Business

David Hall raised Green Wedge and advised the CACG members that it would be an agenda item in the next meeting. MAC was not zoned Green Wedge as MAC was on Commonwealth land. Members were to advise MAC if they had any particular issues that they would like MAC to investigate before the next meeting.

It was suggested that the CCAG agenda could be amended to run for 1 hour 30 minutes to allow discussion regarding CACG planning.

The Chair informed the CACG that membership needed to be renewed as at 1 July 2014 and that all members would need to re-apply. The Chair discussed the requirements for membership of CACG, including but not limited to individuals representing groups must have at least 12 members and must have a charter. The Guidelines for membership of CACG would be distributed with the meeting notes.

The Chair advised that he will be away from 30 May to 23 June.

The ANO representative advised that the Office of the Aircraft Noise Ombudsman welcomed people to contact them.

The next meeting is scheduled for Friday 27th June 2014.

The meeting closed at 3.00pm.



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Chair

Attachments:

1. Attendance
2. Action Items
3. Response from Airservices
4. Guidelines for Membership of CACG

Community Aviation Consultation Group

Outstanding Action Items

| Outstanding Actions | Date Raised | Due Date | Progress | Status of Action | Responsibility |
|---|-------------|----------|---|------------------|----------------|
| Flight training Circuit Design | Jun 13 | Sep 14 | <ul style="list-style-type: none"> MAC to invite CASA to present on the topic of changing the current flight pattern for circuits CASA to be represented Email tabled – independent circuit report being conducted by Lambert & Rehbein. | In Progress | MAC/ CASA |
| Fly Friendly Presentation <ul style="list-style-type: none"> Organise to have an operator to come in and explain fly friendly | Dec 12 | Dec 14 | <ul style="list-style-type: none"> Invitation to CAE/ Oxford to present at CACG meeting. | In Progress | MAC |
| Mordialloc Settlement Drain | Mar 14 | Jun 14 | <ul style="list-style-type: none"> MAC to establish how many trees would be planted on the MSD to replace the ones that were removed. | In Progress | MAC |
| Aircraft Noise Monitoring | Mar 14 | Jun 14 | <ul style="list-style-type: none"> Advise Airservices where noise monitoring equipment should be placed. | In Progress | MAC |
| Renewal of CACG Membership | Mar 14 | Jun 14 | <ul style="list-style-type: none"> Membership renewal forms to be distributed to all current members of CACG Guidelines for membership of CACG to be distributed with the Meeting notes. | In Progress | MAC |

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Completed Action Items

| Outstanding Actions | Date Raised | Due Date | Progress | Status of Action | Responsibility |
|---|-------------|----------|---|------------------|----------------|
| Correspondence <ul style="list-style-type: none"> The Chair requested CACG members email him with ideas on how correspondence should be circulated internally/ externally | Dec 13 | Mar 14 | <ul style="list-style-type: none"> The Chairman advised that there had been no response to this Action Item. The Chairman advised all correspondence be addressed to the Chairman. | Complete | CACG Members |
| Centre Dandenong Road <ul style="list-style-type: none"> Who is the party responsible for mowing/ maintenance | Dec 13 | Mar 14 | <ul style="list-style-type: none"> VicRoads is responsible for the nature strip. | Complete | KCC |
| MAC Major Development Plans <ul style="list-style-type: none"> Improvement in information from MAC to CACG concerning MDP | Sep 13 | Mar 14 | <ul style="list-style-type: none"> The Chairman advised that there had been no response to this Action Item. MAC will advise the CACG of any major works in CACG meetings. | Complete | CACG Members |
| Long Term Noise Monitoring <ul style="list-style-type: none"> Determine requirements to present a case to ASA for permanent noise monitoring | Jun 13 | Sep 13 | <ul style="list-style-type: none"> The Chair has written to Air Services stating that the CACG group supports permanent/ temporary monitors with letter Peta Millard drafted attached. | Complete | CACG Members |
| ASA Fly Friendly <ul style="list-style-type: none"> What is involved to change the Fly Friendly Program from a Gentlemen Agreement to a mandatory agreement | Jun 13 | Sep 13 | <ul style="list-style-type: none"> ASA would need full jurisdiction over all aircraft all the time which would need to change the airspace from class E to C. CASA have determined that MAC is best suited to class E To change airspace is a complex/ thorough and long process that is skewed towards safety DH commented that Govt would like prefer not to regulate more and that gentlemen's agreements would be preferred Flying Schools sign the Fly Friendly guidelines and agree to abide by them | Complete | ASA |
| Fly Friendly Brochure <ul style="list-style-type: none"> Develop FFB into public friendly version | Jun 13 | Dec 13 | <ul style="list-style-type: none"> Brochure has now been drafted with assistance from KCC. MAC will circulate the brochure to CACG members electronically. This has now been done and finalised at last meeting | Complete | MAC |

Community Aviation Consultation Group

| Outstanding Actions | Date Raised | Due Date | Progress | Status of Action | Responsibility |
|---|-------------|----------|---|------------------|----------------|
| MAC Noise Complaint Reporting <ul style="list-style-type: none"> Refine Noise Complaint reporting | Jun 13 | Sep 13 | <ul style="list-style-type: none"> MAC to refine report to determine how many complaints related to unidentified aircraft are in breach of Fly Friendly This was done at the Dec 13 meeting and will be reported on an ongoing basis | Complete | MAC |
| ASA Noise Fact Sheets <ul style="list-style-type: none"> Updated Noise Fact Sheets to be provided to CACG members | Jun 12 | Sep 13 | | Complete | MC/ASA |
| ATC Overview Presentation <ul style="list-style-type: none"> ATC overview with the possibility of a tour of the control tower | Jun 12 | Sep 13 | <ul style="list-style-type: none"> ATC presented at meeting on 28th June 13 Copy of presentation to be distributed with minutes | Complete | MAC/ASA |
| Circuit Traffic <ul style="list-style-type: none"> Table showing current circuit traffic and previous case study for reduced western circuit traffic | Dec 12 | Jun 13 | | Complete | ASA |
| Department of Transport <ul style="list-style-type: none"> Investigate if other CACGs have been successful in altering circuits from standard layouts | Dec 12 | Jun 13 | <ul style="list-style-type: none"> Rob Burgess from the Department stated that no reports have been provided to the Department CACG agreed to close this action item off | Complete | DoIT |
| Fly Friendly Brochure <ul style="list-style-type: none"> Re-draft existing brochure to a more community friendly wording Needs clear comments for the hours of airport operation – 24hrs KCC residents kit to include Fly Friendly brochure | Dec 12 | Jun13 | <ul style="list-style-type: none"> Redrafting of a more public friendly text complete Fly Friendly text will be distributed to the members with the minutes of this meeting though not part of the minutes on MAC's webpage CACG members and members from KCC agreed that KCC will distribute the fly friendly brochure as part of their resident's kits | Complete | MAC |
| CTTF Report <ul style="list-style-type: none"> Provide MAC with details of member positions on the CTTF Report | Sep 12 | Jun 13 | <ul style="list-style-type: none"> Members to provide written responses to the CACG Chair by June's meeting There was no formal response from any CACG member. CTTF report has been submitted and accepted by the minister based on the submission from the Task Force During June's meeting agreement to formally close this action item off | Complete | CACG Members |
| KPI Meeting <ul style="list-style-type: none"> KPI meeting between MAC/ASA, reporting to CACG | Jun 12 | Jun 13 | <ul style="list-style-type: none"> ASA to advise the range of items that ASA can report on for Moorabbin Airport | Complete | ASA |

Community Aviation Consultation Group

| Outstanding Actions | Date Raised | Due Date | Progress | Status of Action | Responsibility |
|--|-------------------|----------|----------|------------------|----------------|
| MAC Airport Presentation <ul style="list-style-type: none"> Overview of airport history | Jun 12 | Mar 13 | | Complete | MAC |
| Agenda <ul style="list-style-type: none"> New section for new information Name who is to give an update | Dec 12 | | | Complete | MAC |
| Aircraft Movements <ul style="list-style-type: none"> Movement to show to CACG members | Dec 12 | | | Complete | MAC |
| Noise Complaints <ul style="list-style-type: none"> Process to be explained Curfew report | Dec 12 | | | Complete | MAC |
| Circulate annual report with minutes | Dec 12 | | | Complete | MAC |
| Website <ul style="list-style-type: none"> To be updated will last meetings minutes and current meeting | Dec 12 | | | Complete | MAC |
| Airport Site Tour <ul style="list-style-type: none"> Organize an airport site tour | June 12 Dec 12 | | | Complete | MAC |
| Terms of Reference - Complaints <ul style="list-style-type: none"> Review and present standard reporting framework and procedures | Sep 12 | | | Complete | MAC |
| Airport Correspondence <ul style="list-style-type: none"> Clarify airport email contacts and respond to resident emails | Sep 12 | | | Complete | MAC |
| New Membership <ul style="list-style-type: none"> Extend invitation to attend CACG to Melbourne Aviation | Sep 12 | | | Complete | MAC |
| MDP Public Submissions <ul style="list-style-type: none"> Clarify what MDP submissions are publically available | Sep 12 | | | Complete | MAC/DoIT |
| Councilor MDP Update <ul style="list-style-type: none"> Update new KCC Councilors on the MDP project | Sep 12 | | | Complete | MAC |
| MDP Email Address <ul style="list-style-type: none"> Update Noel Pullen on unanswered MDP email | Sep 12 | | | Complete | MAC |

Community Aviation Consultation Group

| Outstanding Actions | Date Raised | Due Date | Progress | Status of Action | Responsibility |
|--|-------------|----------|----------|------------------|----------------|
| Membership Presentation <ul style="list-style-type: none"> PowerPoint presentation to be sent out with minutes | Jun 12 | | | Complete | MAC |
| Membership Criteria <ul style="list-style-type: none"> Membership Information to be distributed to members | Jun 12 | | | Complete | MAC |
| MAC Website <ul style="list-style-type: none"> Upload Annual CACG Report | Jun 12 | | | Complete | MAC |
| Waypoint Report <ul style="list-style-type: none"> Waypoint report to be attached to minutes | Jun 12 | | | Complete | MAC |
| Terms Of Reference <ul style="list-style-type: none"> Annual Report to be listed in TOR | Jun 12 | | | Complete | MAC |
| MAC Website <ul style="list-style-type: none"> Upload core CACG documents onto website | Jun 12 | | | Complete | MAC |
| Southern Road Extension <ul style="list-style-type: none"> Agenda item for September 12 meeting | Jun 12 | | | Complete | MAC |
| Agenda Notice <ul style="list-style-type: none"> Trial using Outlook for Agenda Notices | Jun 12 | | | Complete | MAC |
| Secretariat – Update core Documents <ul style="list-style-type: none"> Update CACG 'constitution' amending references to personnel | Mar 12 | | | Complete | MAC |
| Agenda <ul style="list-style-type: none"> Include standing agenda items for material issues, media, progress on Circuit Training Taskforce Recommendations | Mar 12 | | | Complete | MAC |
| Aircraft Noise Ombudsman Presentation <ul style="list-style-type: none"> Distribute a copy of the ANO presentation. | Mar 12 | | | Complete | MAC |
| Planning Coordination Forum <ul style="list-style-type: none"> Update the CACG on relevant items | Mar 12 | | | Complete | MAC |

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| Outstanding Actions | Date Raised | Due Date | Progress | Status of Action | Responsibility |
|--|-------------|----------|---|------------------|----------------|
| Support Group <ul style="list-style-type: none"> To identify counseling services for community members impacted by aircraft noise | Mar 12 | | <ul style="list-style-type: none"> Lifeline contact number: 13 11 14 | Complete | MAC |
| Fly Friendly Brochures <ul style="list-style-type: none"> To distribute Fly Friendly brochures | Mar 12 | | | Complete | MAC |
| MAC Organisation Chart <ul style="list-style-type: none"> Distribute a current MAC chart | Mar 12 | | | Complete | MAC |
| Melbourne Airport CACG Chair <ul style="list-style-type: none"> To invite Darrell Treloar to present to MACACG – September/December 2012 | Mar 12 | | | Complete | MAC |

Mr David Hall
Chair
Moorabbin Airport Community Aviation Consultation Group
Moorabbin Airport Management Centre
66 Bundora Parade
MENTONE VICTORIA 3194

Dear Mr Hall

Thank you for your letter dated 14 February 2014 and attachment, which was prepared by Ms Peta Millard on behalf of the Moorabbin Airport Residents Association, about regular noise monitoring being conducted for residential areas within the vicinity of Moorabbin Airport.

Under its environmental responsibilities, Airservices has established a Noise & Flight Path Monitoring System at Australia's major airport locations: Cairns, Brisbane, Gold Coast, Sydney, Canberra, Melbourne, Adelaide and Perth. This system makes it possible to monitor aircraft noise associated with these airports plus several nearby secondary airports (Archerfield, Bankstown, Jandakot, Parafield, Essendon, Avalon and Moorabbin) and a few other minor airports – totalling some 20 airports where noise monitoring could potentially occur.

All Airservices noise monitoring is done under contract to an external service provider. The current system currently operates 40 permanent monitors with an additional 50 short-term deployments available each year. Permanent monitors are fixed installations, many of which have been in place for over 10 years. Short-term monitors may be in place for 2-4 weeks. Data summaries of most of this monitoring are published on Airservices website at this link <http://www.airservicesaustralia.com/publications/noise-reports/>.

Noise monitoring data is used by a variety of organisations for different purposes, including the Department of Infrastructure & Regional Development, airports and airlines. Noise monitoring is not conducted to determine compliance with aircraft noise regulations - there is no maximum level allowed for aircraft noise. Rather it is undertaken to:

- determine the contribution of aircraft noise to the overall noise for a community
- provide information to the community about aircraft noise and operations
- help local authorities make informed land use planning decisions (however those decisions can only be refined through the use of monitoring data, not completely overturned)
- inform estimates of the impact of changes in air traffic control procedures including changes designed to reduce noise impacts of aircraft
- validate noise modelling
- inform the determination of Government aviation policy
- assist the Government to implement legislation such as curfews and regulations

I have reviewed Ms Millard's letter and appreciate the level of detail in the information that she has provided. I certainly do not disagree that communities in the vicinity of Moorabbin Airport experience a lot of aircraft overflights each year, that aircraft noise impacts people's lives and that community expectations about this have changed over the years. However, the letter lacks clarity as to the purpose of undertaking further noise monitoring at Moorabbin and what the provision of providing this data to residents is intended to achieve.

To appropriately allocate our limited monitoring resources, obtaining data cannot be the end of the process; there must be a clear strategic purpose regarding the purpose of having that data and how it will be achieved. As previously discussed, we would need to remove a permanent monitor from another airport in order for it to be located at Moorabbin and that the case for doing so would need to be overwhelming. Without dismissing the merits of Ms Millard's letter, on the information provided Moorabbin would not be the highest priority if a permanent monitor immediately became available.

The letter requests that Airservices provide an adequate service to monitor and provide data analysis on the noise impacts of circuit training at Moorabbin Airport. While there is no explanation about what the data analysis would be used for, the nature of the request rules out having a permanent noise monitor. A monitor at a single location would not be able to adequately monitor the impacts of circuit activity, given there are circuits located on both sides of the airport. Monitoring at multiple sites would therefore be required.

A regular program of short-term monitoring at several locations would provide a more accurate picture of the noise impacts providing the monitors were placed and timed strategically i.e. the data collected would address a specific question or concern.

To this end, each year (including 2014) Airservices will commit to Moorabbin a minimum of two noise monitors for four weeks each with summary data reports provided to the Community Aviation Consultation Group (CACG) and published on our website. Each block of four weeks could be divided to cover either three or four locations instead of two if desired provided the monitoring periods were a minimum two weeks and the period totalled eight weeks. Additional monitoring may be available each year at any time subject to the availability of monitors. While monitoring periods of 2-4 weeks could initially appear inadequate, it is sufficient time to provide a clear indication of the aircraft noise impacts at a location.

I have attached a map which shows the locations of the noise monitoring undertaken in 2012 plus three possible locations suggested by Ms Millard. This will form a useful basis for discussion at the upcoming CACG meeting about where future monitoring could be done.

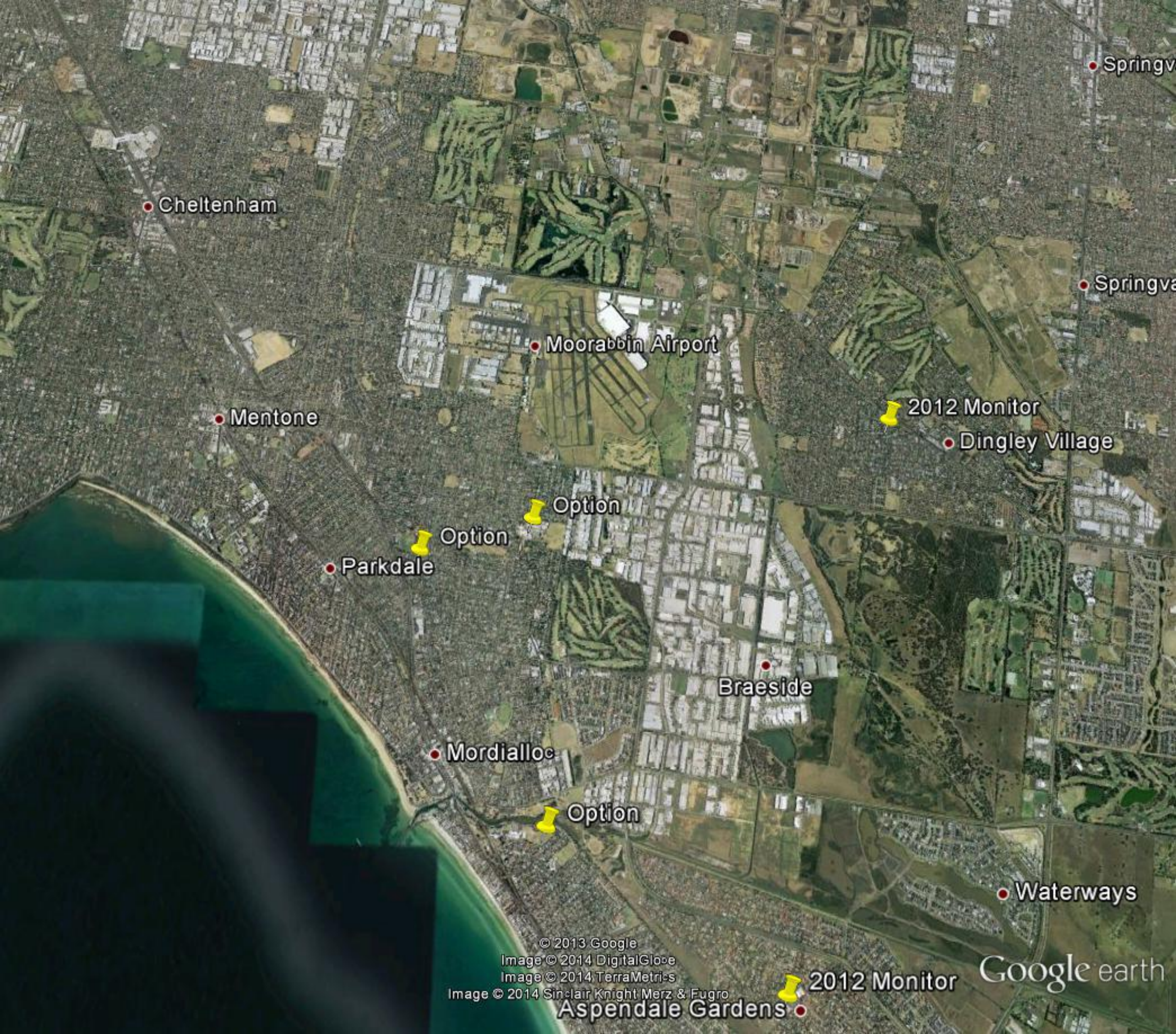
I trust this information is helpful and I look forward to working constructively with the CACG so we can put the proposed monitoring in place.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'D. Moore', with a long horizontal flourish extending to the right.

David Moore
A/g Manager, Community Relations

27 March 2014



• Cheltenham

• Mentone

• Moorabbin Airport

2012 Monitor

• Dingley Village

Option

Option

• Parkdale

• Braeside

• Mordialloc

Option

• Waterways

2012 Monitor

Aspendale Gardens

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Google earth



Australian Government
Department of Infrastructure and Transport

Community Aviation Consultation Groups

Guidelines

National Aviation Policy White Paper



Issued - February 2011

1 INTRODUCTION

These Guidelines are provided for those establishing, running and participating in Community Aviation Consultation Groups.

Community Aviation Consultation Groups are a mechanism to ensure appropriate community engagement on airport planning and operations.

The following leased federal airports have a responsibility to establish and maintain permanent Community Aviation Consultation Groups:

| | |
|---------------|------------|
| Adelaide | Hobart |
| Archerfield | Jandakot |
| Alice Springs | Launceston |
| Bankstown | Melbourne |
| Brisbane | Moorabbin |
| Camden | Parafield |
| Canberra | Perth |
| Darwin | Sydney |
| Essendon | Townsville |
| Gold Coast | |

These airports vary in size and activity, operate in different communities and have different development and operational plans. The arrangements put in place for one Community Aviation Consultation Group will not necessarily be appropriate for another.

2 ROLE AND PURPOSE

- to enable airport operators, residents affected by airport operations, local authorities, airport users, and other interested parties to exchange information on issues relating to the airport operations and their impacts;

- to allow concerns to be raised and taken into account by the airport operator, with a genuine desire to resolve issues that may emerge; and
- to complement and support the consultative requirements already established for Master Plans, Airport Environment Strategies and Major Development Plans.

The goal is that the Community Aviation Consultation Group will assist in ensuring that debate on these issues is well-informed and undertaken in a spirit of collaboration.

Airport operators will be expected to take serious account of recommendations made by the Group.

The Group is just one avenue through which concerns can be raised and does not replace other forums and complaints handling mechanisms established by the airport operator or other authorities (such as the handling of aircraft noise complaints by Airservices Australia). The Group is not an arbitration or decision making body.

3 TERMS OF REFERENCE

Each group should establish terms of reference consistent with role and purpose outlined above.

Terms of reference might cover the following:

- Impacts of existing development and operations;
- Plans for future development and steps being taken to implement the airport's Master Plan or develop a new plan;
- proposals to increase or change aviation services;
- noise (including aircraft noise) and environmental issues;
- ground transport and access issues;
- access issues for passengers, including people with disabilities;
- planning, regulatory, and policy changes affecting the airport;
- improvements or changes to airport facilities;
- ensuring effective complaints-handling procedures are in place;
- reports from Airservices Australia and the Civil Aviation Safety Authority on issues affecting the community ;
- the contribution of the airport to the local, regional and national economy; and
- strategies to ensure the broad community is informed of issues discussed in the group.

4 COMPOSITION AND BUSINESS

The Group is expected to meet at least three times per year. The constitution and procedural arrangements adopted by the Group should be clear and transparent.

The Group is encouraged to develop strategies to ensure the broad community is informed of any major issues and provided an opportunity for appropriate input.

INDEPENDENT CHAIR

The Group should be convened by a person who is independent of the airport and able to manage the deliberations of the Group in an impartial manner.

Those airports that do not already have an independent chair in place should work closely with neighbouring local authorities and others to identify and engage an appropriate person for this role.

For subsequent appointments, the Group itself should be involved in the selection process 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 discussion of unanticipated 'other business' at Group meetings;
- ensure agenda materials and papers are meaningful and facilitate effective engagement of members in Group discussions;
- encourage open discussion and a frank exchange of views; 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.

MEMBERSHIP

Membership of the Group should include persons who can contribute views representative of :

- aviation services and operators at the airport;

- community organisations, resident groups or individuals, ensuring the representation of residents affected by airport development and operations;
- representatives from state, territory or local government bodies; and
- local tourism bodies and business groups.

The size and membership of the Community Aviation Consultation Group will depend upon local circumstances but should be both manageable and sufficient to achieve its objectives.

SECRETARIAT

Airport operators are expected to organise and resource appropriate secretariat support for the group.

Duties attached to the secretariat will include:

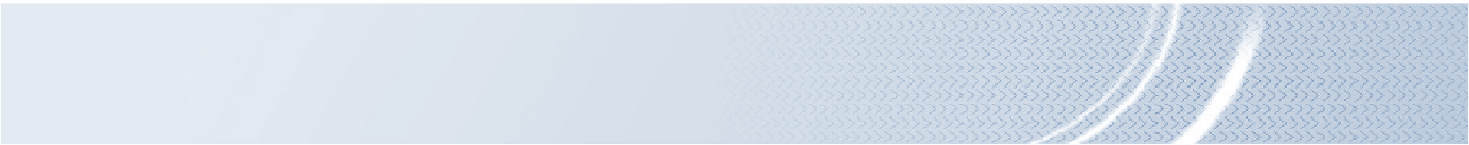
- communication of arrangements made for the Group, including any framework documents such as procedural arrangements and terms of reference, to the membership
- preparation, distribution and publication of records of Group meetings;
- preparation and distribution of meeting agendas;
- ensuring that Group members are notified of meetings and given an opportunity to prepare for meetings;
- supporting the activities of the chair, as required;
- coordinating input to assist the Group on policy, technical and other support issues, where agreed; and
- preparing a report on the Group's work for the purpose of consideration as part of the airport's annual lease review.

THE ROLE OF AIRPORT MANAGEMENT

It is important that the airport management participate fully in Group proceedings, offering items for the agenda, attending meetings and providing relevant information on the operation of the airport.

THE ROLE OF OFFICIALS AND PARLIAMENTARY REPRESENTATIVES

Commonwealth officials, including officers of the Department of Infrastructure and Transport, and of other relevant agencies such as Airservices Australia and the Civil Aviation Safety Authority, will attend meetings of the group as appropriate, to provide relevant information and assist in discussions if



invited, but will not be formal members. Officials from state or local government organisations and elected parliamentary representatives may also be invited to participate.

5 FURTHER INFORMATION

For further information on these guidelines, or other issues relating to the Federal leased airports, please contact the Department of Infrastructure and Transport on (02) 6274 7111 or www.infrastructure.gov.au