

## **Essendon Airport Community Aviation Consultation Group (CACG)**

### **Terms of Reference**

**Agreed 18 November 2016**

Essendon Airport is operated by Essendon Airport Pty Ltd (EAPL). EAPL holds a long term lease from the Commonwealth over the Airport site (including the Essendon Fields commercial precinct) and is the “airport-lessee company” for Essendon Airport pursuant to the *Airports Act 1996*.

The National Aviation Policy White Paper (December 2009) requires all airports subject to the planning framework in the *Airports Act 1996* to establish a Community Aviation Consultation Group (CACG).

CACG meetings for Essendon Airport commenced in 2010 and replaced the Noise Working Group which was established one year earlier and provided a similar function.

### **1. Role and Purpose**

The role of the Essendon Airport CACG is:

- to provide a forum for the exchange of information and ideas between the airport operator, the community, governments, airport users and other relevant stakeholders regarding issues relating to the airport operations and their impact on surrounding communities;
- to allow concerns to be raised and taken into account by the airport operator, with a genuine desire to resolve issues that may emerge;
- to ensure community views are effectively heard by the airport operator in a manner that is fostering a sense of collaboration;
- to contribute to the community’s understanding of airport operations thus gaining a wider acceptance of the airport’s operational needs and activities; and
- to complement and support the consultative requirements already established by statute for Master Plans, Airport Environment Strategies and Major Development Plans.

The CACG is for consultation purposes only and is not a decision making body.

### **2. Membership**

Membership of the CACG is via invitation only to:

- The member of Federal Parliament for the seat of Wills
- The member of State Parliament for the seat of Essendon
- A local Ward Councillor for Moonee Valley City Council
- A community representative nominated by the Federal Member for Wills
- A community representative nominated by the Federal Member for Maribyrnong
- Two senior representatives from EAPL.

In certain situations it may be necessary for proxies to attend on behalf of each of the members. This situation is for when infrequent and unexpected situations arise and should only be used in those circumstances, to ensure continuity of attendance by the nominee is achieved.

Invited guests from the following organisations may attend meetings in an advisory capacity:

- Commonwealth Department of Infrastructure and Regional Development
- Airservices Australia
- Essendon Airport management

Additional persons having specialist knowledge may be invited to attend the CACG as a guest, to assist it with its work.

### **3. Chairperson**

The CACG operates with a rotating chair and this arrangement is supported by its members and fosters greater engagement.

Independent conduct of the chair is critical for the effective functioning of the Group. The 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.

### **4. Role of Members**

Members will regularly attend meetings and:

- pro-actively identify and raise issues that are relevant to the work of the CACG
- objectively participate in the discussion of agenda items at meetings
- disseminate and communicate key CACG messages with the wider community; and
- declare any conflict of interest at the start of the meeting and absent him/herself from the meeting while the relevant item is being discussed

### **5. Meetings**

Meetings of the CACG are not open to the public and are held quarterly at pre-determined dates set before the beginning of each year.

A finalised agenda must be provided to all attendees at least seven (7) days before the meeting.

Reporting to the wider-community and stakeholders will be by publishing of minutes of each meeting on Essendon Airport’s website no later than 21 days after the meeting.

## **6. Agenda**

Items to be covered on the agenda are:

- Previous minutes
- Noise (Airservices Reports, Fly Neighbourly Agreement and Other)
- Curfew
- Aviation operations update
- Development update
- Master Plan and Major Development Plan (MDP) matters
- Community matters
- Other matters

## **7. Secretariat**

Secretariat and administration support will be provided by EAPL.

## **8. Expenses**

EAPL will meet the cost of meeting expenses (venue, catering, etc).

## **9. Review of the Terms of Reference**

The Terms of Reference for the CACG will be reviewed by EAPL, in consultation with CACG members, every three years.