

Melbourne Airport Community Aviation Consultative Group

TERMS OF REFERENCE

1. BACKGROUND

The Melbourne Airport Community Aviation Consultation Group (MACACG) has been established by Melbourne Airport (Australia Pacific Airports Melbourne, or APAM). It is one element of APAM's commitment to community engagement. Its particular value is that it provides a representative and stable group of people who maintain an overall rather than issued based interest in Melbourne Airport's planning and operation.

These Terms of Reference establish the common statement of scope and intent for MACACG. They apply to all individual and organisational members of the group.

2. ROLE OF MACACG

MACACG will contribute to community involvement with Melbourne Airport by:

- Involving community representatives in planning, particularly for local outcomes
- Assisting to identify opportunities and issues regarding airport planning, development and operations
- Assisting in resolving local community concerns where possible
- Providing advice regarding appropriate communication, consultation and engagement
- Helping stimulated the interest of the local community in the airport's development
- Assisting Melbourne Airport to fulfil its obligations as a responsible corporate citizen within the local and broader community, while recognising its role as a major economic contributor for the local region, Melbourne and Victoria.

3. MEMBERSHIP

MACACG will have an independent chairperson.

Relevant APAM staff will attend depending on meeting agendas.

Other members will represent:

- Relevant industry and business groups
- Local Government Areas affected by airport planning and operations
- Communities affected by Melbourne Airport's planning and operations, including specific interest groups where appropriate.
- DIRDC (federal government)
- Airservices Australia
- DELWP (state government)
- Other relevant state government agencies
- Regional representatives of tourism, education and trade organisations

Community and business representative positions are publicly advertised. Appointments are based on a formal selection process conducted by APAM.

Community and business representative appointments to MACACG are for two years. This period can be extended by up to another two years if agreed by APAM and the Chair.

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At the discretion of the Chair, other individuals or organisations may be invited to provide support, presentations or submissions.

The overall size of the group is not stipulated, but the Chair and APAM will be mindful of any negative effects of the group becoming too large or too small.

4. MEMBERS' RESPONSIBILITIES

Members of MACACG are required to:

- Attend MACACG meetings and participate in discussions
- Present the interests and views of the community or groups they represent, including current and emerging trends in opinion regarding Melbourne Airport's performance
- Disseminate information, status and direction of particular project planning within their community, organisation or network; and convey feedback to MACACG
- Provide views and advice on issues raised through wider community feedback
- Restrict issues and debates to matters relevant to Melbourne Airport
- Respectfully accommodate the broad range of community perspectives to be considered in planning.

5. OPERATION

MACACG will be managed by an Independent Chair with secretariat support from APAM.

- All meetings will be for MACACG members and occasional guests invited through the Chair.
- Apologies should be made through the Chair.
- Any request for a substitute to attend must be made through the Chair and will be approved at the Chair's discretion.
- There will be a minimum of four meeting per year unless otherwise agreed by the group. Meetings will generally be quarterly, but timing may be adjusted to better fit with relevant Major Development Plan or other milestones.
- Meeting are generally expected to run for three hours.
- The Chair will:
 - Determine a forward meeting schedule and specialist agenda items at the first meeting of each calendar year
 - Decide priorities for each meeting: the number of agenda items may be limited to allow for adequate discussion
 - Review issues to be dealt with (in consultation with APAM and MACACG)
 - Lead the group and facilitate discussion and participation by all members
 - Maintain the proper and professional conduct of the group
 - Facilitate effective follow up of action items
- All presentations will be reviewed by the Chair and must be provided not less than ten business days prior to each meeting
- Agenda and any pre-reading for each meeting will be provided by email and mail on request, not less than five business days prior to each meeting.
- If issues and ideas raised fall outside the Terms of Reference, APAM will provide information to the relevant authority (eg Airservices, DIRDC, VicRoads etc)
- A Code of Conduct must be signed by all members.

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6. ACCOUNTABILITY

MACACG is a mechanism for community involvement. Details of activities and people involved will be publicly available. Minutes of meetings and advice of activities will be published on the My Melbourne Airport website and information could be included in other APAM or government publications.

7. EXPENSES

APAM recognises community involvement should not be an impost on volunteers. Reimbursement of expenses may be offered depending on individual circumstances, as determined by the chairperson in consultation with APAM.

8. REPORTING

A quick turnaround of information that will become available to the public is essential. Unless exceptional circumstances (as determined by the Chair) exist:

- Minutes of meetings will be distributed to MACACG for review not later than seven business days after each meeting
- Members must provide amendments within seven business days. No comment will be taken as acceptance of the Minutes and they will be published not later than 21 business days after each meeting
- The Chair or APAM will produce a summary document in plain English which MACACG members can distribute around their organisations or networks to promote the group's activities

Other reporting includes:

- To APAM:
 - minutes of meetings
 - correspondence and briefing from the Chair where required and appropriate
 - Annual Report from the Chair to be provided no later than 30 June each year.
- To community and stakeholders:
 - minutes of each meeting on the CACG web page
 - authorised MACACG presentations on the CACG web page
 - media releases where appropriate
 - public meetings where appropriate.

9. SELF ASSESSMENT

A self-assessment of MACACG's performance will be included in the Annual Report. Performance Indicators will be determined at the first meeting after the Annual Report is completed. As a minimum, indicators will include the contributions and responsibilities included in these Terms of Reference (Clauses 2, 4, 5 & 8)

The Chair will facilitate the self-assessment using a standard template that applies to individual and organisational members of the group.