

Melbourne Airport Community Aviation Consultative Group

TERMS OF REFERENCE

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1. BACKGROUND

Melbourne Airport's Community Aviation Consultation Group (CACGMA) has been established by Melbourne Airport. It is an important element of the airport's commitment to community engagement. Its particular value is that it provides a representative and consistent group of people who maintain an overall rather than issued based interest in Melbourne Airport's planning and operations.

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

2. ROLE OF CACGMA

CACGMA will contribute to community involvement with Melbourne Airport by:

- Providing a platform for community engagement and dialogue regarding the operations, development and impact of Melbourne Airport
- Gathering and relaying community concerns, suggestions and feedback to airport management and relevant authorities
- Promoting collaborative approaches to resolving issues raised by the community
- Providing advice regarding appropriate communication, consultation and engagement
- Helping stimulate community interest in the airport's development planning process
- Assisting Melbourne Airport to fulfil its obligations as a good neighbour within the local and broader community, while recognising its role as a major economic contributor for the local region, Melbourne, Victoria and Australia
- Engaging with Airservices Australia to advise on:
 - airspace management procedures and flight paths
 - noise mitigation procedures
- Helping improve the availability and quality of information being supplied to community members
- Engaging with state and local government regarding land-use planning in areas subjected to existing, or expected increased, aircraft overflights

3. INDEPENDENT CHAIR

CACGMA has an independent chair. Appointment is based on a formal selection process conducted by a panel of three: one each from Melbourne Airport's Executive Leadership Team and Strategy, Planning and Community team; and a community representative from CACGMA.

As of 2025, the position will be publicly advertised as a four year term.

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4. MEMBERSHIP

CACGMA comprises representatives of:

- Communities affected by Melbourne Airport's planning and operations
- Relevant industry bodies
- Local Government Areas affected by airport planning and operations. *Note: Representatives are council officers so as to avoid any issues with perceived balance of views. CACGMA does not accept elected councillors as representatives.*
- Airlines

Regular participants include:

- The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA)
- Airservices Australia
- Victorian Department of Transport and Planning
- Relevant Melbourne Airport staff, varying according to meeting agendas.

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

5. APPOINTMENT OF COMMUNITY REPRESENTATIVES

Community positions are publicly advertised. Appointments are based on a formal selection process conducted by a panel comprising one member of the Airport's Strategy, Planning and Community team, the Chair and one community CACGMA member.

As of 2025, community appointments to CACGMA are for three years unless otherwise agreed by the Chair and Melbourne Airport after consultation with the group.

Members require a degree of technical and regulatory understanding which can take time to develop. To retain an appropriate level of knowledge and experience, advertising for members will generally occur for half the membership every 18 months. Existing members may reapply at the end of their term.

The overall size of the group is determined by the Chair and Melbourne Airport. The number will reflect the importance of providing appropriate representation and experience, and any potential risks of the group becoming too large or too small.

In appointing community representatives, the selection panel will aim to achieve a representative group which includes the capacity to provide a voice for:

- Local communities
- Culturally and linguistically diverse communities
- Local business
- Hard to reach groups, including with regard to accessibility
- Regional communities

The panel will also be looking for expertise and understanding of:

- Aviation and transport
- Public health
- Stakeholder engagement
- Environmental matters

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6. MEMBERS' RESPONSIBILITIES

CACGMA members and participants are required to:

- Attend at least 75 per cent of CACGMA meetings in a calendar year. Attendance should be in person other than in exceptional circumstances
- Participate in discussions
- Present the interests and views of the community, group or organisation they represent, including current and emerging trends in opinion
- Disseminate information, status and direction of particular project planning within their community, organisation or network; and convey feedback to CACGMA
- Provide views and advice on issues raised through wider community feedback
- Restrict issues and debates to matters relevant to Melbourne Airport
- Respectfully accommodate a broad range of community perspectives.

If the Chair, in consultation with Melbourne Airport, believes a member is not participating to an appropriate level they will raise this with the member. If the situation does not improve the member may be asked to leave so a suitable replacement can be found.

7. OPERATION

CACGMA will be managed by the Chair with secretariat support from Melbourne Airport.

In the event that the Chair is not available, Melbourne Airport will provide an emergency Chair who is fully aware of membership, issues and actions.

There will be a minimum of four meetings per year. Meetings will generally be quarterly, but timing may be adjusted to accommodate relevant Major Development Plan projects or other milestones.

Meetings are generally expected to run for three hours.

Meeting protocols:

- Meetings are for CACGMA members, regular participants and occasional guests invited through the Chair
- The CACGMA Code of Conduct must be signed by all members
- Apologies should be made through the Chair and/or Secretariat
- Any request for a substitute to attend must be made through the Chair at least five days prior to any meeting, with approval is at the Chair's discretion
- If issues and ideas raised fall outside the Terms of Reference, Melbourne Airport will provide information to the relevant authority (eg Airservices, EPA, etc)
- Draft Minutes of meetings will be distributed to CACGMA for review not later than five business days after each meeting. Members have a further five days to provide comments, after which the Minutes will be adjusted if required, and considered as being formally accepted.

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Participants should note:

- All presentations must be provided to the Secretariat at least eight days prior to each meeting for review by the Chair and Melbourne Airport
- Any pre-reading material will be provided to members (via the Secretariat) at least seven days prior to each meeting.

8. CHAIR'S RESPONSIBILITIES

The Chair will:

- Determine a forward meeting schedule and specialist agenda items in consultation with the group
- Decide priorities for each meeting: the number of agenda items may be limited to allow for adequate discussion
- 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

9. ACCOUNTABILITY & REPORTING

CACGMA members' names and agreed contact details will be publicly available.

Information about CACGMA activities may be published on the Melbourne Airport website and may be included in other Melbourne Airport or community publications.

The Chair will produce an Annual Report at the end of each calendar year.

Meeting Minutes will be published on the Melbourne Airport website not later than 15 business days after each meeting.

Correspondence sent and received will be tabled at meetings and included in the Minutes.

Presentations provided at CACGMA meetings will be published as part of the Minutes, unless a presenter has a specific reason for this not to be the case.

10. EXPENSES

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

11. SELF-ASSESSMENT

A self-assessment by members of CACGMA's performance will be included in the Chair's Annual Report. As a minimum, indicators will include the contributions and responsibilities included in these Terms of Reference (Sections 2, 6, 7, 8 & 9)

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