MELBOURNE AIRPORT

COMMUNITY AVIATION CONSULTATION GROUP (CACG)
Meeting minutes —Tuesday 19 June 2019, 11.00am – 2.30pm
Launceston Room – Melbourne Airport | Level 2, Terminal 2

CACG Members

Present:

Name	Representing	Role
Kim Jordan		Independent Chair
Fred Ackerman	Community	Taylors Lakes
David Cleland	Community	Greenvale
Peter Hurst	Community	Attwood
David O'Connor	Community	Diggers Rest
Liz Beattie	Victorian Trades Hall Council	Trades Hall project officer
Cr Jack Medcraft	Australian Mayoral Aviation Council	Hume Councillor, City Development portfolio
Steve Finlay	Melton City Council	Statutory Planning Coordinator
Petrus Barry	Moonee Valley City Council	Manager Statutory Planning
Romy Collier	Melbourne Airport	Manager Statutory Planning
Kathryn Hodges	Melbourne Airport	Head of Government & Stakeholder Engagement
Paige Ricci	Melbourne Airport	Community Engagement Advisor
Julie Micallef	Melbourne Airport	Executive Assistant to Executive Planning
Simon Godsmark	Airservices Australia	Air Traffic Management Services Manager
David Kirkland	Department of Environment, Land, Water and Planning	Manager Planning Services
Kathryn Kominek	Department of Infrastructure, Transport, Cities and Regional Development	Assistant Director, South East Airports and Economic Regulation

Apologies:

Name	Representing	Role
Susan Jennison	Community	Keilor
Michael Sharp	Hume City Council	Director of Planning & Development

1. CACG ORDINARY BUSINESS

Welcome and apologies

- The chairperson welcomed everyone to the meeting.
- Apologies were noted as listed above. Chair noted Susan commented she would have been present if the date had not been changed.

Confirmation of April 2019 meeting minutes

- The chair referred to the minutes from the CACG meeting held on 16 April 2019. The minutes of the meeting were **AGREED** and **CONFIRMED** by the group.

  Action: Paige Ricci to upload April 2019 meeting minutes onto the Melbourne Airport website.

List items of other business

- Liz Beattie – asked about the Essendon Airport Master Plan and suggested CACG consider making a submission.

  ACTION: Kim Jordan to discuss with the Chair – CACG Essendon Airport.

- Question raised by Liz Beattie with regards to the recent announcement of Uber Air into Melbourne and the impacts this will have.

2. CACG reports

Melbourne Airport Quarterly Report (5.1) – Paige Ricci

Paige provided a verbal summary of the Melbourne Airport Quarterly report.

QF Agreement for T1

Melbourne Airport has reached a new agreement with Qantas for the operation of Terminal 1 (T1). The T1 Operational Licence is for a period of 10 years from 1 July 2019.

- Of particular note was the recent QF Agreement reached for T1 with a phased transition now underway, this is expected to occur over the next 6 – 12 months.

- Melbourne Airport will begin to look at the retail offering and will roll out a new tendering process over the next 12 months. CACG member raised a question about whether this will provide additional employment opportunities.

T4 Express Link

- Submission for the MDP closed today (19 June 2019).

- 2 submissions were received, still waiting on a submission from the State Government.

Community Engagement

- Preparing a plan of activities to take us through to the end of the year.

- Recently launched a Neighbourhood House Program where houses within a 15km radius are eligible to apply for funding. Caroline Doherty is coordinating the program and further details will be shared with the committee once finalised.

    ACTION: Paige Ricci to extend invitation to CACG members to attend community forums.

VCAT Hearing – Diggers Rest Caravan Park

- Melbourne Airport did not support the application regarding the use of land. In particular the noise profile. VCAT hearing was held and the hearing was extended by one day to allow time to review the full submission.

- Melton Council refused the application based on various levels in terms of the economic impact, visualisation/aesthetics etc.

- VCAT are yet to present their findings and the outcome will be shared with the committee once it has been reached.

Ilim College

- Original Master Plan was refreshed in order to expand the college. This included the construction of a Boarding House facility. Melbourne Airport has been working closely with the consultants/planners to try and achieve a compromise. Ilim College has decided they will remove the Boarding House facility from the plans of which Melbourne Airport have now written back to council outlining the agreeance.

- Melbourne Airport to advise the committee when a decision has been reached.

Noise Abatement Committee (NAC)

- Committee met on the 3rd June 2019.

- Outline of the noise metrics provided by Airservices.

- Ombudsman presented a comprehensive report at the last CACG and committee expressed an interest in obtaining a copy to review in detail.

- The number of complaints has been static.

- Discussion on the role of the NAC and how they would like to proceed. Majority of NAC are in agreeance to combine this meeting with the CACG.

- Suggestion there be an annual information session with Strategic and Statutory Planners to talk through noise implications for local planning application and airport projects. Information session would include parties representing those submitting applications and also to those assessing.

MOU – Brimbank Council

Melbourne Airport signed an MOU with Brimbank Council to formalise our partnership in working closely with each other on a broader range of initiatives. This being our first MOU with a council, it was undertaken at the request of Brimbank who wanted a formal endorsement of the understanding in order to effectively share information.   MOU was endorsed by Brimbank Council Executives and councillors.

Consideration is being given to undertake the same process with other neighbouring councils. Concern raised around the importance in identifying and understanding the chain of responsibility on who Council's representatives should be. Also whether the MOU has an expiry date.

Uber

- Uber Elevate announcement – full extent of information released via media platforms. Melbourne Airport was announced as a partner in this process. There are currently no designs of approved vehicle however lots of initial discussions have been held with various organisations. An Australian based working group will be formed which Melbourne Airport will be a part of. There will also be lots of regulatory consultations.

   CACG comment: asked for information about the Mercedes Benz joint helicopter venture. No information has been made available to date.

   ACTION: Paige Ricci/Kathryn Hodges to take on notice.

Aviation Update 1.1

   CACG comment: asked for the report to be amended to reflect year-to-date or quarterly figures as opposed to the last month. This would be more reflective and aligned to the CACG meeting schedule.

   ACTION: Paige Ricci to amend and provide a chart

Airservices Report (5.2) – Simon Godsmark

Presentation included:

- Noise monitors

   o Keilor East back online and included in Q2 reporting, however, data will only show for one month reflective of the timing it has come back online.

   o Thomastown relocation commenced, should be finished towards end of June with the process taking approximately 1 week. Message will be fed into Webtrack once relocated.

- Airservices news

   o Aerodrome Rescue & Fire Fighting Service (ARFFS) donation of $100k to the Good Friday Appeal

   o During peak times or air travel in Australia, there are 500 airborne aircraft under the control of our air traffic controllers. Airservices are creating a video series on air traffic control with Episode 1 (What are the 3 types of air traffic control) available to watch. Link provided https://www.youtube.com/watch?v=UKa10xrx6qo&feature=youtu.be

   o Briefing on new presentation of a new runway mode of operation to be introduced this year, mainly during summer but can be used throughout the year. Mode is the runway

09 Arrival/16 Departure mode which has now been approved and will be online this week.

- o There have been two new senior appointments. Peter Curran – Executive General Manager (EGM) Air Navigation Services and Rob Porter – EGM ARFFS. Both roles are Canberra based. To note – a review of the internal structure is still to be undertaken however this will have no impact on interactions with airlines, stakeholders etc.

- o **CACG comment:** During discussion of air traffic control and facilities CACG asked whether it was possible to visit the new control tower. Simon advised

  - access is covered under CASA regulations which restricts access to those who have a direct operational link.

  - access to the old control tower is prohibited due to health and safety concerns, building is now completely decommissioned. Plans for the building to be demolished in 2023.

- o Online Noise Report for Q1 – link provided http://www.airservicesaustralia.com/aircraftnoise/airports/

- o Invitation extended to CACG to forward points of interest or other elements you would like included in the Airservices presentation/report. CACG also encouraged to share anything of relevance in particular noise, green wedge etc.

CACG topics for discussion

International Noise Abatement Procedures (NAP) Discussion – Simon Godsmark (Airservices Australia)

- o International Civil Aviation Organisation (ICAO) have a framework in place that looks at a balanced approach. This takes into account four different items where noise abatement procedures are designed; with the overarching factor being that safety comes first. The four factors are: noise reduction; operating restrictions; land use and planning management; and noise abatement operational procedures.

  CACG comment: raised some questions around this process in particular whether Airservices has documentation to support the information they use in developing procedures. All of the ICAO documents support these processes.

- **ACTION:** **Airservices to send links pertaining to this discussion (including noise abatement processes, international airports which use similar systems which could be used as benchmark etc.)**

Draft Stakeholder Engagement Framework – Kathryn Hodges (Melbourne Airport)

- o Melbourne Airport is definitely seeing the benefits of engagement. A good example is the engagement around the PFAS chemicals project. Melbourne Airport took a different approach and spoke to people earlier than what may have previously occurred and with complete transparency. A booklet of information was provided to support the information being provided. Anticipating final sign off by the CEO end of July 2019.

CACG Review - Kim Jordan

Kim advised the intent of the session was to work through the recommendations, determine whether the group is happy to accept them, or whether any changes would improve the outcomes.

Recommendation No. 1 – Refreshing the Terms of Reference

- o Re-sent to members. One item needing clarification was fixed terms and the capacity for people to reapply (this would encompass recommendations 4 & 5).
- o Agreed that positions will be advertised with existing members able to apply. Dates for advertising as per the recommendations.
- o Members agree that the TORs cover what needed to be addressed.
- o Dept of Infrastructure wished to attend CACGMA as an observer.
- o Chair noted observers are not really in the spirit of the group: non-member attendees are expected to be active participants.
- o This was agreed by the relevant parties.

Recommendation No. 2 – Adopt a Code of Conduct

- o CACG raised concern with respect to an accidental breach of sensitive information from a voluntary community representative capacity, what protection is offered?
  - ▪ Guidance will be provided regarding the sensitivity of information provided. The intent is to allow Melbourne Airport and others to share information with the CACG ahead of its broader public release. There is no intent to use the CoC to 'prosecute' members. Any breach would be managed by the Chair: the most serious outcome would likely be a member is removed from CACG. A member suggested Melbourne Airport could put out an embargo on the sharing of certain types of information. This was subject to some discussion but no decision was made.
- o CACG agreed to implement the Code of Conduct.

Recommendation No. 3 – APAM and Airservices to provide information more readily

- o Agreed.

Recommendation No. 4 – Adopt fixed terms for Chair and community members

- o As noted in Recommendation 1.
- o Newly selected members will be appointed for two years.
- o A member suggested there should be a nominated Vice Chair in case of emergency absence of the Chair.
  - ▪ Group agreed the most suitable emergency Chair would be a Melbourne Airport representative who is fully aware of membership, issues and actions.

Recommendation No. 5 – Adopt a method to determine remaining term for current community members

- o Current members comprise three who were appointed following an advertised selection process; and two who were recommend by local government.
- o Agreed the two appointed positions would be advertised first, with the other three advertised the following year. This should be included in the ToR.

Recommendation No. 6 – CACGMA community representatives

- o Role of community members agreed.

Recommendation No. 7 – Invite Brimbank Council to join CACGMA

- o All agreed. Paige Ricci currently working on most appropriate approach.

Recommendation No. 8 – Invite other councils as agreed within CACGMA

- o Agree that Melbourne Airport approach CEOs of relevant councils to determine appropriate representation.

Recommendation No. 9 – Invite representatives of at least one relevant tourism organisation

- o Agreed Melbourne Airport will discuss attendance with the Victorian Minister for Tourism.
  - ▪ Suggestion that such a representative may not wish or be required to attend all meetings.
  - ▪ This was agreed in principle, with the caveat that the group doesn't want transient attendees who disrupt the meeting flow.

Recommendation No. 10 – Seek new members representing the wider community

- o As per the suggestions in the report.
- o Agreed that another 2–3 representatives would be sought by end 2019, with a review of the effect on group dynamics 6 monthly before seeking further members.

Recommendation No. 11 – Seek new members representing diverse organisations or interests

- o As per Recommendation 10.

Recommendation No. 12 – Review the relevance of the Australian Aviation Mayoral Council being a member of CACGMA

- o Chair and Jack Medcraft to consider separately.

Recommendation No. 13 – Airservices to nominate a member with national community engagement expertise

- o Airservices to take on notice.

Recommendation No. 14 – Merge the Noise Abatement Committee (NAC) into CACGMA

o Agreed; but details on the mechanics of merging the meetings, inviting NAC members not currently in CACGMA and not losing the relevance of the separate group to be determined.

Recommendation No. 15 – Consider changing the timing of meetings to finish by 2 or 3 pm.

o Varying views. Chair noted there is no requirement for the meetings to always be at the same time; and that as membership increases and evolves there may be different views.

o Melbourne Airport to send out survey to the committee to gather preference for meeting start time.

Recommendation No. 16 – Provide support for CACGMA community members to convene local meetings as required

o Agreed that the point of this was for community members to gauge views: Melbourne Airport, if attending, would be listening, not participating or answering questions.

o Agreed to hold a workshop with community members prior to the next CACG meeting to pool and work through ideas outside formal meetings.

Recommendation No. 17 – Raise the profile of ACACGMA as an element of the airport's communication and engagement strategy.

o Agreed by all parties. Melbourne Airport is already implementing various changes. An added suggestion was to:

▪ Provide links to put on various social media outlets i.e. Facebook. Agreed.

Recommendation No. 18 – Provide a reporting template for CACGMA community members

o Chair provided a template for members to review by next meeting.

Recommendation No. 19 – Revise agenda and meeting format

o Agreed.

Recommendation No. 20 – Determine whether there is any need for a CACGMA specific engagement plan

o Agreed this is not necessary.

Recommendation No. 21 – Acronym change to CACGMA

o Agreed.

Other business – Kim Jordan (Chairperson)

• No other business

• Next meeting 20th august as per calendar invite. [This was later revised to August 27.]

Close – Kim Jordan (Chairperson)

Summary of actions

Date	Action requested	Responsible person	Deadline	Closed? Action taken if different to the request
16/4/19	Airservices to provide an update on the Keilor noise monitoring station	Airservices Australia	June CACG meeting	Explanation provided at June CACG meeting. Closed.
16/4/19	CACG members to provide CACG chair their comments regarding the CACG review	Kim Jordan	End of April	Comments provided to Chair. Closed.
16/4/19	Is there a correlation between increase in movements or runways used and number of complaints?	Airservices Australia	June CACG meeting	Explanation provided at June CACG meeting. Closed.
16/4/19	Melbourne Airport to provide an estimate of construction jobs to be created with all the new building works	Melbourne Airport	August CACG meeting	
20/6/19	CACG members requested a survey to determine best meeting time/day going forward	Melbourne Airport	August CACG meeting	Survey circulated
20/6/19	Community reps requested engagement workshop	Melbourne Airport	Before August CACG meeting	Workshop organised for July 22, 2019
20/06/19	Melbourne Airport to provide milestones	Melbourne Airport	August CACG meeting	
20/06/19	Provide additional public transport for Sunbury Route i.e. Smartbus.	Melbourne Airport	August CACG meeting	CACG Chair to take up discussion
20/06/19	MAEO Submissions – ascertain the correct process	David Kirkland	August CACG meeting	
20/06/19	Wayfinding – Melbourne Airport Head of Marketing to present at the next CACG	Melbourne Airport	August CACG meeting	Presentation at August CACG meeting