

JANDAKOT AIRPORT COMMUNITY AVIATION CONSULTATION GROUP
TERMS OF REFERENCE

1 Introduction

Jandakot Airport is an important element of transport infrastructure in Western Australia, servicing both metropolitan Perth and the State as a whole. It makes a significant contribution to the economy of the region, providing employment and a range of regional economic opportunities, both aviation and non-aviation related.

The Jandakot Airport Community Aviation Consultation Group (JACACG/CACG) was formally established in 2010 following recommendations in the 2009 National Aviation White Paper. The Community Aviation Consultation Group Guidelines, published by the Department of Infrastructure & Regional Development, forms the framework for the operation of the CACG.

The CACG provides a mechanism to ensure appropriate community engagement on airport planning and operations. The CACG is chaired by an independent Chairperson and comprises community and local government representatives, aviation operators and airport commercial tenants.

2 Role and Purpose

The role and purpose of the JACACG is to provide a forum for community consultation, which will:

- enable residents affected by airport operations, Jandakot Airport Holdings and aviation operators at the airport, local authorities, airport users, and other stakeholders, to exchange information on issues relating to the operation of Jandakot Airport and its impacts;
- allow concerns about airport operations and development to be articulated and taken into account by Jandakot Airport Holdings, with a genuine desire to resolve issues that may emerge; and
- complement the consultative requirements established for airport Master Plans and Major Development Plans.

3 Scope

The CACG functions as a consultation forum. The CACG is not an arbitration or decision making body.

The CACG will consider:

- the impacts of aircraft noise on surrounding communities and potential noise management and abatement procedures;
- proposals to increase or change aviation services at the airport;
- ground transport and access;
- future development in accordance with the approved airport Master Plan;
- relevant reports by Airservices Australia and the Civil Aviation Safety Authority;
- effectiveness of the system for handling noise complaints; and
- land use in the vicinity of the airport.

The CACG will not investigate individual aircraft noise complaints as these are the responsibility of Airservices Australia and the Aircraft Noise Ombudsman. Correspondence addressed to the CACG regarding noise complaints will be tabled for noting and to facilitate the identification of systematic issues to be identified.

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4 Membership

4.1 Role of Members

Members will regularly attend meetings and:

- participate in the discussion of agenda items at meetings;
- pro-actively identify and raise issues that are relevant to the CACG; and
- where appropriate, discuss Jandakot Airport issues in forums and groups outside the CACG.

4.2 Representation

The CACG membership comprises the following representatives:

- Chairperson – 1 member
- City of Canning – 1 member
- City of Cockburn – 1 member
- City of Gosnells – 1 member
- City of Melville – 1 member
- Jandakot Airport Holdings – 1 member
- Community representatives – up to 6 members
- Aviation operators and tenants at Jandakot Airport – up to 6 members

Members may appoint a deputy and this person may attend meetings as an observer. Deputy members may proxy vote on issues in the absence of the appointed representative.

4.3 Term

Members are appointed for two years and may be reappointed for additional terms.

4.4 Appointment of Community Representatives

Vacancies for community representatives are to be advertised in local newspapers as required, and applicants considered by the CACG.

Preference will be given to persons who represent a community organisation and who can contribute to the Role and Purpose of the CACG.

If a vote is necessary to select a community representative member, the decision will be determined by a majority of members who are present.

Members seeking reappointment will not vote in respect of their own re-appointment.

4.5 Appointment of Aviation Operators and Airport Tenants

Aviation operators and airport tenants will be invited by the Chairperson to join the CACG to provide a broad range of representation of operators at the airport.

Such appointments will be ratified by the CACG.

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4.6 Forfeiture of Membership

Membership of the CACG may be forfeited if a member fails to attend or be represented at two consecutive meetings without good reason, or, in the opinion of the majority of members, brings the CACG into disrepute.

5 State and Commonwealth Representatives

State and Commonwealth officials and elected parliamentary representatives may attend meetings to provide relevant information and assist in discussions as appropriate, but will not be formal members. This includes, but is not limited to, representatives from:

- Airservices Australia (Commonwealth)
- Aircraft Noise Ombudsman (Commonwealth)
- Civil Aviation Safety Authority (Commonwealth)
- Department of Infrastructure and Regional Development (Commonwealth)
- Department of Planning (Western Australia)
- Department of Transport (Western Australia)

6 Chairperson

6.1 Role of Chairperson

The independent conduct of the Chair is required for the effective functioning of the Group. The Chairperson will:

- chair all meetings at which and ensure:
 - meetings are conducted in a timely manner
 - facilitation of open discussion and a frank exchange of views while at all times ensuring such discussion and views are expressed politely and respectfully to all members present.
 - adequate discussion time is devoted to issues of significance
 - relevant unanticipated items of business are considered for discussion
- manage the deliberations of the Group in an impartial manner;
- facilitate effective engagement of members in group discussions;
- approve meeting agendas and the draft minutes of meetings prior to distribution and ensure agenda materials and papers are appropriate;
- monitor effective follow-up of action items; and
- liaise with airport management regarding the CACG and ensure annual reporting requirements are met.

If the Chairperson is unable to attend a meeting, members in attendance may elect a member to fulfil the role of Chairperson for that meeting.

6.2 Appointment of Chairperson

Vacancies for Chairperson are to be advertised as determined by the CACG.

The Chair will be selected or removed on the basis of a majority vote of members of the CACG.

The Chair is appointed for two years and may be reappointed for additional terms.

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The Chair will disclose any interests, arrangements or associations to the CACG which may be perceived as a conflict of interest.

7 Administration

7.1 Secretariat

Jandakot Airport Holdings Pty Ltd will provide reasonable secretarial and administration support for the CACG and CACG Chairperson.

The role of the secretariat is to:

- ensure that CACG participants are notified of meetings and given an opportunity to prepare for the meetings;
- prepare and distribute meeting agendas;
- prepare, distribute and publish records of CACG meetings;
- communicate arrangements made for the Group;
- maintain the information and documents published on the CACG webpage;
- support the activities of the Chairperson as required;
- coordinate input to assist the CACG on policy, technical and other support issues;
- prepare a summary report of each CACG meeting for the Perth Airports Municipalities Group meetings; and
- prepare an annual report on the CACG's activities as part of Jandakot Airport's annual lease review.

7.2 Documentation

Notices, agenda and minutes of meetings will be distributed electronically. Printed copies of relevant documents will be made available at the meetings.

Agenda

A draft agenda will be circulated at least three weeks prior to each scheduled meeting and members may propose additional agenda items up to one week prior to the meeting.

The final agenda and any agenda papers will be sent to members by the Monday immediately prior to the meeting.

Minutes of Meetings

Meeting minutes will be prepared by the secretariat and will generally include:

- a list of members and observers in attendance or who have tendered their apologies;
- a summary of the meeting discussions;
- a record of any decisions made during the meeting;
- the key points of any presentations made;
- action items tasked to attendees.

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Meeting proceedings will not be electronically recorded as verbatim minutes are not required or practical.

The draft minutes of a meeting will be distributed within three (3) weeks following a meeting. Members will have seven (7) days to review the draft minutes and provide feedback to the secretariat. If there are no contentious issues regarding the record of the meeting, the draft minutes will be published on the CACG webpage. If there is a significant objection to the record of minutes, the Chairperson may determine that the draft minutes will not be published on the CACG webpage until ratified at the subsequent CACG meeting.

Draft minutes of a meeting will be formally accepted at the subsequent meeting. Once minutes are ratified the final version will replace the draft version on the CACG webpage.

7.3 CACG Webpage

A webpage will be maintained on the Jandakot Airport website (<http://www.jandakotairport.com.au/community/community-aviation-consultation-group.html>) to provide the following information:

- CACG Guidelines;
- Terms of Reference;
- Minutes of Meetings;
- the email address for contacting the CACG;
- when required, invitations for community representative and Chairperson nominations; and
- any other information as determined by the Group.

7.4 Annual Report

The Chairperson will initiate an assessment of the effectiveness of the JACACG, including the members' views on the effectiveness of the Terms of Reference, on a calendar year basis and report the findings to the CACG.

In undertaking the assessment, feedback on performance will be sought from organisations that nominate a representative to the CACG, the Department of Infrastructure and Regional Development, Airservices Australia and Jandakot Airport management.

8 Meetings

8.1 Frequency

The CACG will meet four (4) times per year. JACACG meeting dates are scheduled for the day prior to the Perth Airports Municipalities Group meetings to allow interstate representatives to attend both meetings.

Meetings are held from 4pm to 6pm, or as otherwise determined by the CACG.

8.2 Location

Meetings will be held at the offices of Jandakot Airport Holdings, or an alternative location agreed by members.

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8.3 Invitations

Individuals or representatives of organisations with specific technical experience may be invited by the Chair to speak at a CACG meeting to assist in the understanding and articulation of relevant topics.

8.4 Observers

Meetings are not open to the general public. Provision can be made by prior arrangement through the Chair for individuals to attend a meeting as an observer, if considered relevant and appropriate to the agenda.

A written request to attend a CAGG meeting as an observer must be received by the Chairperson, through the secretariat, at least seven (7) days prior to the meeting date. The written request must include relevant information about the individual's interest in observing a meeting.

Approval is at the Chairperson's discretion. The Chairperson's decision regarding a request to attend a CACG meeting as an observer will take into consideration the declared interest of the observer in the meeting, any potential conflict of interest, and the seating capacity of the meeting venue.

Observers must agree to the following code of conduct prior to attendance at a meeting:

- Observers merely listen and observe. They do not contribute, comment or record the meeting although they may make written notes to help them organise their own thoughts during the meeting.
- Observers may not report the discussion at the meeting in any shape or form to any outside party whatsoever, until after the meeting minutes have been approved and made available to the public on the JACACG webpage. At that point observers may discuss any part of the meeting minutes with outside parties, but their discussion should be restricted to the minutes themselves. No discussion of attendees or roles of attendees is appropriate.
- Observers may not comment on whether or not they feel the minutes accurately reflect what was discussed at the meeting.
- Observers may not use their attendance at the meeting, nor any discussions, for publicity purposes nor for political gain.

8.5 Expenses

Jandakot Airport Holdings Pty Ltd will meet the reasonable costs of Chairperson sitting fees and meeting expenses.

9 Code of Conduct

9.1 Meeting Etiquette

All persons attending a CACG meeting should:

- Make every effort to arrive prior to the commencement of the meeting;
- Put mobile phones on silent and leave the meeting room to take any urgent phone calls;
- Respect the opinions of all present;

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- Discuss and exchange information and views in an informative, objective and open manner. Where differences of opinion arise, these will be debated in a respectful and constructive manner and may be noted in the minutes where requested by a member;
- Refrain from personal attacks on other members, observers or any member of the public;
- Refrain from re-introducing previously discussed issues unless there has been a significant change in relation to that issue, or unless the issue is ongoing;
- Follow meeting etiquette determined by the Chairperson; and
- Not discuss confidential information outside of the meeting.

9.2 Email Etiquette

All CACG communication is distributed electronically. For all electronic correspondence:

- Email content must be courteous and suitable for any reader;
- Anyone who is mentioned in an email has a right to receive a copy of that email;
- All emails sent by the CACG secretariat will be blind-copied (bcc'd) to the distribution list to ensure members email details are not inappropriately distributed or used; and
- Written responses are to be made to the Chairperson through the secretariat.

9.3 Voting

The CACG is primarily a forum for sharing of information and has no decision making responsibilities, other than on matters relating to membership and appointment of the independent Chairperson.

The Chairperson will have a casting vote on matters other than those relating to appointment or removal of the Chairperson. Where matters are resolved by a vote, a show of hands will be recorded.

9.4 Media

The Chairperson is the only person authorised to speak to the media on behalf of the CACG. Members may make media comment on issues but only on behalf of their individual organisations.

10 Acknowledgement

I, _____, representing _____, confirm that I have read and understood this Terms of Reference and agree to abide by the duties and obligations set forth herein.

CACG Representative Signature

____/____/____

CACG Chair

____/____/____