

Brisbane Airport Community Airspace Advisory Board Meeting #01

Agenda Item 4: Governance and operation of the AAB

18 May 2023

Paper for agreement by Chair and Board members.

Meetings

Up to 4 regular meetings of the AAB will be held each calendar year. Meetings for each calendar year will be scheduled and advised in advance for the calendar year.

Board members and industry advisors are expected to attend regular AAB meetings in person, although virtual attendance can be accommodated in exceptional circumstances. The Chair may, from time-to-time, determine to hold a virtual-only regular AAB meeting depending on the availability of members and advisors to attend in-person.

The Chair may, from time-to-time, hold an out of session AAB meeting. Out of session meetings will normally be held virtually. To progress matters efficiently, it may also be necessary to handle specific items out of session. This will be done on the basis of email correspondence and will always include an opportunity for all members to provide input.

Preparation of agendas and papers

As per the AAB Terms of Reference, an agenda and any relevant papers will be circulated at least 5 working days prior to each AAB meeting. Members and advisors should ensure any agenda items or items they wish to be considered at an AAB meeting are provided to the Chair, through the AAB Secretariat, at least 15 working days prior to the meeting.

Minutes

The Secretariat will prepare draft Minutes for each meeting in consultation with the Chair. Draft Minutes will be circulated to members and advisors for review within 7 working days of each AAB meeting. Following review, a final copy of the Minutes will be circulated to members for endorsement.

Minutes will be published on the AAB website within 10 working days of endorsement.

Action items

The Secretariat, in consultation with the Chair, will maintain a list of all action items for the AAB and the status of each action item. This list will be circulated to members with the agenda for each AAB meeting and will serve as a record of all items considered by the AAB.

The list of action items will be published on the AAB website.

Reporting

As per the AAB Terms of Reference, the Chair is required to prepare and submit an Annual Report on the work of the AAB each calendar year to the relevant Minister. The Chair may consult with members and advisors on the content of the Annual Report.

Interaction with BACACG

The Brisbane Airport Community Aviation Consultation Group (BACACG) is a consultative forum that brings together the community, aviation industry and government to discuss a range of topics relevant to the operation of Brisbane Airport.

As per the Terms of Reference for the AAB, the AAB operates independently of BACACG.

In order to avoid duplication of responsibilities, the AAB will be the primary community consultation body on the Noise Action Plan for Brisbane Airport and aircraft noise-related matters. BACACG remains the primary community consultation body for all non-aircraft noise matters relating to the operation of Brisbane Airport.

To facilitate information sharing, the AAB, either through the AAB Chair or the department as AAB Secretariat, will provide a summary of activities at each BACACG meeting. The AAB will also consider requests for information and referral of aircraft noise related matters from BACACG members and the BACACG Chair and report back to BACACG on these matters where relevant.

Contact information

All formal correspondence in relation to the AAB and its functions should be directed to the Secretariat via AAB.Secretariat@infrastructure.gov.au. The Secretariat will distribute correspondence to the relevant contact for appropriate action.

Personal contact information of the Chair, members, industry advisors and Secretariat staff will not be distributed to third parties without the express written approval of the Chair, relevant member or industry advisor.