



# WESTERN SYDNEY AIRPORT



## Forum On Western Sydney Airport

### Terms of Reference

#### *Background*

Development of the Western Sydney Airport is a critical project for the sustainable growth of Western Sydney. To support the successful establishment of Western Sydney Airport, the Government will establish the Forum On Western Sydney Airport (FOWSA). FOWSA will provide a key connection between the community, the Government and the airport developer during construction of the Western Sydney Airport.

The Government's expectation is that FOWSA will provide a robust channel for the community to be engaged in the development of the airport, including maximising the economic and social benefits of the project for broader Western Sydney. Western Sydney Airport not only has the potential to create thousands of jobs, allowing Western Sydney residents to work closer to home; it will also offer significant educational, skills training and business development opportunities. FOWSA will provide an important avenue for community and other key stakeholders to come together and be involved in maximising these opportunities.

In accordance with the conditions of the Western Sydney Airport Plan determined on 5 December 2016, FOWSA will also have a critical role in ensuring the views of the community are taken into account throughout the airspace and flight path design process for the airport's first stage of development.

The Commonwealth is responsible for delivering the airspace and flight path design for single runway operations at the Western Sydney Airport prior to the commencement of operations. The airspace and flight path design process will take account of the *Future airspace design principles* identified in the Airport Plan, which align closely with national and international benchmarks for aircraft noise management. Airspace and flight path concepts considered as part of the airspace design must be operationally feasible and assessed against the key performance criteria of safety, efficiency, capacity, noise and other environmental considerations.

The key objective of FOWSA is to promote informed and responsive engagement between community and stakeholder representatives and an Expert Steering Group on issues relating to airspace management and flight path options, noise abatement and other aircraft operating procedures, and potential noise and amenity impacts from aircraft overflights. FOWSA will also provide a mechanism for the Department of Infrastructure and Regional Development (the Department) and airport operator (once appointed), to update residents affected by airport operations, local authorities, airport users and other interested parties on a range of issues relating to the broader planning and development of the airport and their associated impacts.

An aviation Expert Steering Group, led by the Department, will oversee the detailed planning and technical design process for the airport's airspace arrangements and flight paths. Other members of the steering group will include Airservices Australia, the Civil Aviation Safety Authority and the airport operator (once appointed). An important function of the Expert Steering Group is implementing appropriate ongoing consultation with industry, government and the community. Therefore, FOWSA and the Expert Steering Group will work collaboratively to deliver an informed and community-consulted airspace and flight path design for Western Sydney Airport.

FOWSA will be established early in the airspace design process and will operate until the end of the detailed design stage of the airspace design process identified in Table 10 in Part 2 of the Airport Plan.

All airports subject to the planning framework in the *Airports Act 1996* are required to establish a Community Aviation Consultation Group (CACG). It is expected that once the detailed design of the airspace and flight paths for Western Sydney Airport has been delivered, arrangements will be put in place to transition FOWSA to a traditional CACG model. The airport operator will establish the CACG before the commencement of operations. This permanent forum will provide an ongoing mechanism for the airport operator, residents affected by airport operations, local authorities, airport users and other interested parties to exchange information on airport operations and community-related issues.

## 1. Purpose of Terms of Reference

The purpose of these Terms of Reference is to establish a common understanding and statement of intent to work collaboratively to:

- conduct broad and regular community and stakeholder consultation on:
  - i. the airspace and flight path design process for single runway aircraft operations at Western Sydney Airport;
  - ii. the development and evaluation of airspace and flight path options;
  - iii. airspace management and aircraft operating procedures, including noise abatement operating procedures;
  - iv. the assessment and management of noise and amenity impacts from aircraft overflights
  - v. strategies to ensure the broad community is informed of airspace and flight path issues discussed in FOWSA;
- provide regular updates to the community and stakeholders on matters relating to the planning and development of the airport, including:
  - i. mitigation and management of impacts associated with construction and operation of the airport, including implementation of Airport Plan conditions (Section 3.10 of the Airport Plan);
  - ii. economic impact of the airport development, including local employment and business opportunities, and the contribution of the airport to the local, regional and national economy;
  - iii. the planning, regulatory and policy framework applying to the airport;
  - iv. complaints handling procedures;

- ensure community views on airspace management and flight path options and their associated impacts are provided to the Expert Steering Group and aviation authorities to inform the planning and design of airspace arrangements and operating procedures;
- enable community views on issues relating to the planning and development of the airport and their community impacts to be provided to the Department and the airport operator, once appointed; and
- provide advice to aviation authorities relating to consultation and information flows to the community about the proposed operation of the airport, including the airspace and flight path design process and its progress.

## 2. Role of Forum On Western Sydney Airport

The role of FOWSA is to provide a forum for the exchange of information and ideas between airport operators, the community, governments, user and interested stakeholders. FOWSA will achieve this by:

- a. providing a forum:
  - i. for community members and organisations to raise issues and express opinions regarding the planning and development of Western Sydney Airport, principally the airspace and flight path design process for single runway operations;
  - ii. that enables members to provide constructive and informed input and feedback on airspace and flight path design options considered by the Expert Steering Group; for dissemination of information regarding:
    - the airspace and flight path design process, including information about alternative design concepts and aircraft operating procedures;
  - iii. to complement other measures employed by the Department and the airport operator for consulting and engaging with the community and stakeholders about airport planning, development and operations and their potential impacts;
- b. identifying current and emerging trends in respect of community opinion relating to Western Sydney Airport and providing feedback to the Department and other agencies and the airport operator;
- c. stimulating the interest of the local population in the development of the airport;
- d. collecting and analysing feedback from the community regarding Western Sydney Airport; and
- e. reviewing and discussing any other community-related issues and engaging with the appropriate organisations regarding these, as needed.

FOWSA is not a technical forum, nor is it invested with any special arbitration or decision-making authority. By allowing the concerns of interested parties to be raised and taken into account by airport operators and aviation authorities, FOWSA aims to foster a sense of collaboration, empowerment and transparency in decision-making.

## 3. Membership

The Minister for Urban Infrastructure will appoint an independent Chair for FOWSA. The Chair, in consultation with members of FOWSA, or the Minister may also nominate a Deputy Chair.

The Minister, in consultation with the Chair, will determine membership of FOWSA. The Forum will have a broad representation of areas potentially affected by airport operations. Membership will comprise:

- up to ten community representatives – members will be selected having regard to the need to achieve a diversity of skills, experience, and community, geographical and special interest representation within FOWSA. Within the community representative group, up to four members may be State or Federal MPs;

- up to five local government representatives – either elected councillors, or local government officers having relevant skills and experience;
- one representative of the New South Wales Government;
- one representative of regional airport operators;
- one representative of general aviation users;
- up to two representatives of the major airlines;
- up to two persons with connections to relevant representative agencies or organisations, which may but not necessarily include an employer or employee group, tourism, business or like body; and
- an Independent Chair.

Only members who are State or Federal MPs may appoint an alternative/proxy to attend in their place. All members (or alternatives) must attend at least 50% of FOWSA meetings each year.

In addition, officers from the following agencies will attend meetings in an advisory capacity:

- Commonwealth Department of Infrastructure and Regional Development (the Department)
- Airservices Australia
- the airport operator (once appointed)

Additional specialists may be invited to attend FOWSA from time to time.

#### 4. Meetings

The Chair, in consultation with members of FOWSA, will determine the times and venues for meetings having regard to the phases of the airport's development and the airspace and flight path design process, and their associated timelines. FOWSA will convene at least three times each year.

Meetings will not generally be open to the public; however, provision may be made for individuals and persons representing community organisations to address the meeting during an open session. The Chair, in his or her discretion, may implement other mechanisms for members of the public to engage with the work of FOWSA. In addition, parts of meetings may be open for particular presentations at the sole discretion of the Chair.

Notices and agendas for meetings will be distributed so that they reach members not less than five days prior to the scheduled date for each meeting. Records of meetings will be kept and distributed to members not less than fourteen days after each meeting.

Representatives of the airport operator (once appointed), and Members of the Expert Steering Group or their representatives will attend meetings to present written reports and/or make presentations regarding policy, technical and other relevant matters, where appropriate and pre-arranged with the Chair.

FOWSA may refer items of business to the Expert Steering Group, the airport operator or any other relevant body at the discretion of the Chair, for consideration where detailed work or specialist advice is required.

#### 5. Role of Chair

The independent Chair will:

- chair all meetings at which he or she is present and ensure:
  - adequate discussion time is devoted to issues of significance;
  - unanticipated items of business can be discussed (as appropriate);
  - open discussion and a frank exchange of views;

- seek the input of all members as to agenda items;
- approve meeting agendas prior to distribution;
- provide for effective follow-up of action items;
- liaise with the Department, the Expert Steering Group and the airport operator; and
- report annually to the Infrastructure Minister on FOWSA achievements and operation.

The Chair may seek the Infrastructure Minister's agreement to amend these Terms of Reference if, in the Chair's opinion, the proposed amendment improves the effectiveness and/or efficiency of the forum and is consistent with the role of FOWSA as defined in Section 2.

## *6. Role of Members*

Members will regularly attend meetings and:

- pro-actively identify and raise issues, queries and submissions from their local communities that are relevant to the work of FOWSA, and to list any issues for discussion by the forum;
- objectively participate in the discussion of agenda items at meetings;
- disseminate and communicate key FOWSA messages with the wider community; and
- declare any conflict of interest at the start of the meeting and absent themselves from the meeting while the relevant item is being discussed.

## *7. Support*

Secretariat and administrative support will be provided by the Department.

## *8. Media and Communications*

The Chair is responsible for approving all media releases/comment and is the only person authorised to speak with the media on behalf of FOWSA.

The Department will communicate information and resources about the work of the Expert Steering Group and FOWSA through a website.

## *9. Expenses*

The Department will meet the cost of meeting expenses (e.g. venue, catering).

## *10. Reporting*

FOWSA reports and other appropriate documentation will be forwarded to the Department and the Expert Steering Group by:

- providing a copy of the record of meetings;
- correspondence from the Chair where required and appropriate;
- briefings by the Chair where required and appropriate; and
- submission of a FOWSA Annual Report to the Minister for Urban Infrastructure by no later than 30 June each year, taking in the period of the previous calendar year.

Reporting to the community and stakeholders will be by:

- publishing the record of each meeting on the website used to communicate on FOWSA;
- presentations made during the open session of meetings (as agreed by the Chair);
- media releases where appropriate; and
- public meetings where appropriate.

## *11. Self-assessment*

FOWSA will self-assess its performance annually and report on its assessment in its Annual Report. The assessment will be based on performance indicators set by FOWSA at the start of each reporting period and as a minimum will comprise:

- achievement of its Role as set out in Clause 2 of this Terms of Reference; and
- the conduct and effectiveness of its meeting program.

In undertaking the assessment, feedback on performance must be sought from organisations that nominate a representative to FOWSA, the Department and Airservices Australia.