

APPENDIX FIVE

BRISBANE AIRPORT ENVIRONMENTAL COMMITTEE

PROPOSED MEMBERSHIP AND TERMS OF REFERENCE

BRISBANE AIRPORT ENVIRONMENT COMMITTEE
PROPOSED TERMS OF REFERENCE

1. PURPOSE

The purpose of the Brisbane Airport Environment Committee (the Committee) is to enhance co-operation between the airport community and the general community by providing a forum for dissemination of environmental information, solving problems and to consider, and where appropriate, make recommendations, on environmental issues and concerns which arise from, or impact on, the operation of Brisbane Airport.

Those issues include, but are not limited to:

- providing input to Brisbane Airport Corporation Limited's (BACL) plans to prepare and distribute public information and undertake education programs in relation to environmental aspects of Airport operations. This might include:
 - public meetings
 - information sessions
 - topical publications
 - paid advertisements
 - display and information services
 - education programs in schools and community groups
- consultation on matters including, but not limited to, the production of the Brisbane Airport Environment Strategy (AES), amendments to and implementation of the AES.
- provide research and access to information on environmental issues at other airports (Australia and world wide).
- emissions from aircraft and other sources within the Airport.
- review and make recommendations on implementation of proposed noise management techniques as referred to or from the Noise Management Technical Working Group.
- review of and make recommendations on aircraft noise complaints data and aircraft noise and flight path monitoring system information.
- a press release will be made to distribute information on the activities of the Committee following meetings as appropriate.

2. SCOPE OF POWER

The Committee has power to consider and to make recommendations to the appropriate authority on Airport-related environmental matters which are brought to its attention.

Recommendations of the Committee shall be considered by the BACL Executive, with BACL reporting back to Committee on its deliberations.

3. MEMBERSHIP

The Committee will comprise representatives from each of the following:

Community Representatives

Six (6) community representatives nominated by the three levels of government as below:

Federal Government Brisbane	}	
State Government Brisbane	}	Preferably one from north and south Brisbane
Brisbane City Council Brisbane	}	

These community members will be appointed by the local, State and Commonwealth governments. Community representatives should not be elected representatives.

It is intended that a responsible geographical spread covering most areas of Brisbane affected by Airport operations be achieved.

In addition there shall be a representative from the traditional owners of the Airport area.

Aviation Agencies

- Brisbane Air Traffic Control, Air Services Australia (1)
- Environment Branch, Air Services Australia (1)
- Federal Department of Transport and Regional Services (1)
- A BACL nominated expert on environmental issues (1)

The three levels of government should decide on the method of selection and appointment of this representation.

Airlines

Ansett (1)
Qantas (1)

Local Government

Brisbane City Council (1)

State Government

Environmental Protection Agency (1)

Environmental Interests

Boondall Wetlands Management Committee (1)
Conservation Council of Queensland (1)

Invited Attendees

The Chair may invite other persons on an adhoc basis to attend meetings or to address the Committee on particular agenda items.

Alternates

Each nominating organisation should nominate an alternate to attend when the member is unable to attend the meeting for any reasons. The member and nominated alternate shall not both attend any meeting.

4. CHAIR

The Committee will be chaired by BACL.

5. SECRETARY

BACL will provide secretarial services to the meeting such as recording of the proceedings of the meeting, issue of minutes of proceedings, preparation of Agenda, internal correspondence and other duties which may arise from the course of the meetings.

The Secretary shall not be a participant at the meeting unless requested to do so by a majority of those members present and then only on points of explanation.

6. APPOINTMENTS

Appointments to the Committee shall be for a two (2) year term from 1 January 2000.

Following any election for any level of government the new government shall confirm its nominated representative and alternate or nominate a new representative and alternate.

7. MEETINGS

The Committee will meet on a quarterly basis. Special meetings may be held as decided by the Committee.

8. QUORUM

Meetings will only be constituted by the presence of two-thirds of those eligible to attend. In the absence of a quorum, the meeting will continue but any decisions will require ratification by the next meeting.

9. ATTENDANCE

Members who are absent from three successive meetings without a leave of absence will have their positions on the Committee declared vacant and new members will be sought from the organisation responsible for their appointment.

10. MINUTES

The reported minutes of meetings shall be forwarded to members not later than seven (7) working days prior to the next meeting.

Relevant organisations are to provide the Secretary with information on, and/or action taken on matters arising from a meeting and items for the next agenda at least twenty-one (21) working days prior to the next Committee meeting. This information will be copied to Committee members together with the agenda for the next Committee meeting.

11. EXPENSES

Each community representative shall be paid \$10 for each meeting attended, which shall represent reimbursement for all out of pocket expenses in relation to their involvement with the BAEC; and in addition payment of return fares of those community representatives who prefer to travel to BAEC meetings and any BAEC sub committee meetings by taxi.

12. REVIEW

These Terms of Reference shall be reviewed by BACL after twelve (12) months.

