Community Aviation Consultation Group - Melbourne Airport (CACGMA)

Independent Chair – Position Description

Overview

Melbourne Airport is currently undergoing a significant period of growth which will continue for the foreseeable future. In addition to this, Melbourne Airport operates in a complex regulatory and stakeholder environment, with ongoing changes to security needs, transport options and passenger experience. Community engagement practices have also undergone significant changes since the initial establishment of the CACG in 2010.

The role of the Independent Chair of the Community Aviation Consultation Group (the Group) is to effectively manage the deliberations and activities of the Group in an impartial manner and to work with Melbourne Airport to support the functions of the Group.

Key accountabilities

Strategic leadership

• Provide leadership to the Community Aviation Consultation Group, creating a forum that supports the role of the Group, as outlined in the Terms of Reference (2025).

• Create the environment for group members to fulfil their duties and responsibilities for the effective governance of the Community Aviation Consultation Group.

• Ensure that the Community Aviation Consultation Group operates within its terms of reference.

• Act as a spokesperson for the Group when appropriate.

Governance

• Ensure that the governance arrangements are working in the most effective way.

• Develop the knowledge and capability of the Group.

• Address and resolve any conflicts within the Group.

• Appraise the performance of the Group on an annual basis.

• Ensure that the Group is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the group effectively, as per the Terms of Reference (2025).

• Work within any agreed policies adopted by the Group.

Efficiency and effectiveness

• Chair meetings of the Group effectively and efficiently, bringing impartiality and objectivity to the decision-making process.

• Create the environment for members to be fully engaged and that decisions are taken in the best, long-

term interests of the Group.

• Foster, maintain and ensure that constructive relationships exist with and between members.

• Work closely with Melbourne Airport to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Group.

• Monitor that decisions taken at meetings are implemented.

Relationship with Melbourne Airport

• Establish and build a strong, effective and constructive working relationship with Melbourne Airport.

• Support Melbourne Airport, while respecting the boundaries which exist between the two roles.

• Establish regular contact with Melbourne Airport and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.

• Liaise with Melbourne Airport to maintain an overview of the Group affairs, providing support as necessary.

Qualities and experience

Personal qualities

• Demonstrate a strong and visible passion and commitment to Melbourne Airport, the Community Aviation Consultation Group and its cause as outlined in the Terms of Reference (2025).

• Personal gravitas to lead a significant community advisory group.

• Exhibit strong inter-personal and relationship building abilities and be comfortable in a Chair role.

• Demonstrate tact and diplomacy, with the ability to listen and engage effectively.

• Demonstrated ability to act independently and impartially.

• Strong networking capabilities that can be utilised for the benefit of Melbourne Airport and the Community Aviation Consultation Group.

• No material conflicts of interest (actual or perceived).

• Ability to foster and promote a collaborative team environment.

• Ability to commit time to conduct the role well, including travel and attending events as required.

Experience

• Experience of operating at a senior strategic leadership level within an organisation.

• Successful track record of achievement through their career.

• Experience of advisory group governance and working with or as part of a Board or advisory group.

• Experience of external representation, delivering presentations and managing stakeholders.

• Significant experience of chairing meetings and events for multi-stakeholder groups, community reference groups, advisory committees or boards.

• Experience in community engagement or public consultation.

Knowledge and skills

• Broad knowledge and understanding of the transport, infrastructure and/or aviation sector and current issues affecting it.

• Strong understanding of good governance and meeting procedures.

• Ability to ensure balanced participation and meaningful input from community representatives.

• Ability to manage complex or contentious discussions

• Strong listening, negotiation and consensus-building capability

• Ability to quickly understand issues relating to aviation operations, planning and development, and environmental and noise impacts, as they relate to Melbourne Airport projects.

Desirable experience:

• Background in aviation, infrastructure, planning or public policy

• Experience working with government or regulatory frameworks

• Accreditation or training in engagement (eg. IAP2)

Time commitment:

The independent chair is expected to commit:

4-6 meetings per year (minimum 4 meeting, up to 3 hours each)

Preparation time of approximately 2-4 hours per meeting

Ad hoc engagement outside of meetings (eg. Briefings, issue follow-up)

Preparation time of the annual review and report (as required)