

Mornington Peninsula Shire Council  
**Tyabb Airfield Community Reference Group**  
**INAUGURAL MEETING**

5.30 to 8.30 pm, Thursday 14 June 2018  
Mornington Peninsula Shire Council - Hastings Office

**Purpose**

To introduce the CRG members, review the background to, and potential scope of, the CRG's discussions and refine and confirm the group's Terms of Reference.

**Attendance**

Councillor Julie Morris – Mornington Peninsula Shire – Councillor Watson Ward

Dr Martin Cranmer – Representing Tyabb and District Ratepayers Group (TDRG) (Vice President; pilot, not a member of PAC)

Katrina Chalke – Representing Tyabb and District Ratepayers Group (Secretary; Tyabb area family since 1850s)

Stuart Benton – Representing local businesses, particularly outside the airfield (Tyabb area family since 1850s and a PAC member)

Judy Pay – Representing Airfield businesses (grew up in Tyabb; business owner and co-owner of land holdings adjacent to airfield, PAC Director)

Stewart Bracken – Representing Tyabb Airfield hangar owners (and a PAC member)

Jack Vevers – Representing Peninsula Aero Club (PAC) (President); Tyabb Airport property owner

Peter Bernardi – Representing Peninsula Aero Club (PAC) (former President and a representative of most landowners adjacent to airfield on west side of Stuart Road)

Ben Hogan – Representing Tyabb residents (new resident who lives close to airfield - Craigie Avenue; young family in local school; previous experience in aviation industry; not a PAC or TDRG member)

Len Minty – Representing Tyabb community, including residents north of airfield. (Resident since 1980)

Dick Cox – Representing Somerville, Tyabb and Hastings residents/community groups (resident of Stuart Road, east side, since 1990)

Allan Cowley – Manager – Strategic Projects

David Bergin – Mornington Peninsula Shire - Executive Manager Planning Services

Niall McDonagh – Mornington Peninsula Shire - Chief Operating Officer

Hugh Pierce – Mornington Peninsula Shire – Planner and CRG support

Bruce Turner – Independent Chair

## 1. Welcome and introductions

Acknowledgement of traditional land owners by the Chair and welcome by Cr. Julie Morris.

Bruce summarised the meeting agenda and purpose (see statement above). He referred to the draft Terms of Reference and the principles for conduct of members (section 8.0) and sought the group's commitment to these.

Each member introduced themselves and their respective affiliations and interests (generally as noted above).

Jack provided a more fulsome introduction on behalf of the PAC, saying the club welcomed the opportunity to gain input through consulting and listening as it develops and finalises the Airfield Master Plan and Noise Management Plan. At the same time, he wished to make it clear that the PAC was not attending the CRG meetings in order to discuss changes to the existing planning permits or conditions, or to enter into formal agreements. He said the intention was to address the community's fears, uncertainty and doubt by responding with facts and clarity about what the Airfield is doing and where it is headed. Allan commented that, from the Shire's perspective, the key focus of the CRG was on the actions outlined in the Tyabb Airfield Master Plan, including the Tyabb Airfield Master Plan and the concurrent Aircraft Noise Management Plan.

## 2. How did we get here? History of Tyabb, the airfield and key events

A diagram outlining a time line of events relating to the Tyabb Airfield, the Township and environs, and the 'wider world' (on three separate horizontal sections) was displayed and all attendees were invited to add relevant content/key dates from their perspective.

Allan then ran through timeline, with general discussion within the Group. Key points noted include:

- History of township as part of a major orcharding area/ Melbourne's "fruit bowl".
- Development of train station and current location of township in 1899.
- First planning scheme controls applied to the area in 1960 via the Western Port planning authority controls.
- First aeroplane landing in 1962.
- Aeroclub established circa 1964.
- First planning permit in 1965.
- Minister approved flying school in 1967.
- First air show held in 1967.
- Interest in port development of the Western Port Bay in the 1960's.
- Peak of orcharding industry in the early 1960, but then begins to decline.
- Martin highlighted that the area had the highest egg and poultry production in Victoria.
- Rural subdivision of land around Tyabb commences in late 1960's and 1970s.
- The Shire of Hastings defines the Tyabb Airfield complex as an 'airport' (1981 Shire of Hastings Planning Scheme Ordinance – Amendment No. 2, Chapter 2, Hastings Port Industrial Area).
- Flinders Christian College opens in 1983.
- The Airfield's extension of the north south runway is completed in 1991
- A new clubhouse on the Airfield is constructed in 1993
- Local government amalgamation in 1995.
- A new Planning Scheme is established in 1999.
- Green Wedge Zone and the Urban Growth Boundary created in 2003.

- Traffic lights constructed in Tyabb in 2005
- Fly Neighbourly Advice was formalised in the 2000s, Judy noted that a Fly Neighbourly Policy was created (by the PAC) in the 1990s.
- Additional items from the 2000s included the Tyabb Airfield and Environs study (GHD) and Australian Noise Exposure Index (SKM consultants). The first community reference group was established around this time. However, it was noted that there was no agreement on the group's scope/purpose by the PAC, and group was subsequently discontinued.
- Tyabb Township Plan adopted by Mornington Peninsula Shire Council in 2012.
- A new Club Hangar and Triage was built 2015
- Additional items from the 2010s included VCAT amended the three planning permits to allow for Secondary Consent (ie the approval in writing of variations by Council) and Government grants provided for airport improvement.
- Both the Mornington Peninsula Shire Housing and Settlement Strategy and Tyabb Airfield Precinct Plan adopted by Mornington Peninsula Shire Council in 2017.

### **3. Where are we now? Scope of issues, opportunities and aspirations.**

Bruce explained the sources of his 'Summary of initial issues, opportunities and aspirations' document (Attachment 1) which had been circulated just prior to the meeting. He invited comments on its completeness as an indication of the scope of matters the CRG might discuss and address over time.

Judy suggested the need to identify the role of Mornington Peninsula Council, CASA, EPA, State Government and Air Services Australia. This was subsequently noted as an issue. Jack added the Recreational Aviation Australia and the Rotary Wing association as other relevant organisations.

Peter raised the need to address concern surrounding potential use of the airfield by jets and feeder jets (the latter being used to transport people to larger airports). Bruce noted this concern was recorded in the Summary.

Jack advised that jets could not physically operate at Tyabb due to site constraints and that the PAC had never wanted jets to use the airfield.

Cr. Morris enquired as to whether this information could be included in the Airfield masterplan. Jack advised that it could. There was general strong agreement by the CRG that the concern that jets might use the airfield needed to be "knocked on the head".

Martin queried whether it was actually possible to say, "no jets", as things can change in the future. Jack responded that there is no interest in jets using the airfield. There was general agreement on the need to find a way to make this advice as definitive as possible.

Bruce sought the CRG's general view of the Summary of initial issues etc and it was agreed that this did fairly reflect the scope of what might be discussed, but that the CRG would not want to limit its discussions to only these matters.

Allan suggested that it is possible that a large number of the individual matters in the Summary will be able to be addressed, in an integrated way, within the Airfield Master Plan and Noise Management Plan. Jack added that community education would also be important.

***Action 1.1: Bruce to add role of Council and other agencies/organisations to the list of issues.***

## 4. Draft Terms of Reference

Bruce sought comments on the draft Terms of Reference and Group Guidelines with a view to strengthening and finalising them. The document was reviewed section by section.

### *Section 1 - Introduction*

Len suggested there needed to be an additional clause inserted to balance the last dot point of the points quoted from the Tyabb Airfield Precinct Plan (TAPP) which read (“CRGs...are highly regarded due to their capacity to”):

- Contribute to community understanding of airfield operations with the added potential outcome of a wider acceptance of the airfield’s operational needs and thus a greater willingness to resolve potential conflicts. (TAPP2017 p.32)

Following group discussion, an additional appropriate line (separate from the quote) was determined to be *‘Equally, the CRG will contribute to the airfield operator’s understanding of the needs of the local community.’*

### *Section 2 – Purpose and role of the CRG*

Bruce noted there had been significant dissatisfaction from all points of view with the inclusion of the separate “key objectives”, with feedback suggesting they were unnecessary and counterproductive, given the rest of this section had many statements regarding purpose, aims and matters for discussion. The CRG agreed to striking out the ‘key objectives’ from the draft Terms of Reference.

Judy advised that the previous community reference group dissolved because it was indicated that any recommendations of that group could, under those Terms of Reference, be implemented by Council, which could not be accepted by the PAC based on legal advice. Judy raised concern that this situation might be replicated if the ToR referred to the CRG’s influence on decisions made outside the group (second last paragraph on pg. 2).

Bruce advised that the paragraph was actually written so as to avoid being directive, in the context of the statement that the group is not a formal decision-making body. It was meant to suggest an advocacy role for the group. After further discussion, the second sentence of the paragraph was removed.

### *Section 3 – Expectations regarding the conduct of members*

Stewart asked about what level of contact details were to be publicly available. There was agreement to publish names and a brief profile of each member on the Shire website etc. A table of names and interests was circulated and signed off for completeness and accuracy by the members.

Bruce suggested that people interested in linking with members of the CRG could contact Mornington Peninsula Shire to be put in contact. Agreement was reached to establish a Mornington Peninsula Shire email inbox specifically for public enquires regarding the community reference group, which could then be referred to members as appropriate.

### *Section 4 – Role of the Chair/Facilitator*

No comment

### *Section 5 – Declaration of interest by the Chair*

No comment

### *Section 6 - Membership*

Following discussion with Bruce, David and Allan the number of Mornington Peninsula Shire officers to regularly attend community reference group meetings was increased from 1 to 2 (not including notetaking /support).

Martin raised the need for details allowing people to come as substitutes for formal representatives of groups or organisations who are unable to attend. Allan noted that such a provision was made on page 5. However, it was clarified that the ability to substitute only applied to the PAC, TDRG and Council representatives.

#### *Section 7 – Appointment of members*

No comments

#### *Section 8 – Conduct of meetings*

No comment

#### *Section 9 – Attendance by non-members*

No comments

#### *Section 10 – Meeting frequency*

No comments

#### *Section 11 – Record of meetings*

Dick raised the potential for recording of meetings. Bruce referred to his experience in facilitating reference groups and expressed his strong reservations about the detrimental impacts on the dynamics and on what people might be willing to say in meetings if this occurred.

Stewart suggested that if he wanted something added to the minutes to strengthen the record he needed to talk to the secretariat or Chair. Bruce confirmed that was possible, provided that the content of what was to be added was actually raised in the meeting and did not amount to rewriting the content of the meeting.

Stewart raised the potential for the notetaker to read out the content of what they are writing down regarding a particular topic so that the record could be checked during the meeting. This was agreed to be useful in some circumstances.

There was discussion of the value of the CRG attempting to finalise its minutes prior to the next meeting if at all possible, rather than waiting to confirm the record at the next meeting. Every effort will be made to achieve this.

Katrina suggested, and it was agreed, that a one-page summary of key points would be useful for all members to be able to share the same story with their networks quickly after meetings, especially as many people might not be interested in reading the detailed minutes.

***ACTION 1.2: Bruce and Allan collaborate on preparing a summary of key points from each meeting for circulation to members for comment; final version to be circulated to CRG for dissemination to their networks.***

#### *Section 12 – Communications with the wider community*

Cr. Morris raised the involvement of Council's communications team, specifically Randal Mathieson, Executive Manager Communications, Communications and Media.

Peter enquired how wide the net might be regarding communication of media statements. Cr. Morris advised that the website and the local newspapers could be used.

## Section 13 - Secretariat

No comment.

### **Conclusion**

The Group agreed that, subject to the changes discussed, the ToR could be endorsed at the next meeting.

***ACTION 1.3: Edited 'final' version of the ToR to be circulated to CRG for confirmation prior to the next meeting so that it can be endorsed at the next meeting.***

## **5. Update on progress with TAPP actions and recommendations**

### **New Council webpage**

Allan indicated that the webpage for the TAPP was to be used to provide the details of the CRG membership, minutes etc.

***ACTION 1.4: Allan to include limited contact details of CRG members on Council's Tyabb Airfield webpage***

### **Airfield Master Plan and Noise Management Plan**

Jack provided an overview of Airfield masterplan process to date. He advised that the Master Plan had been through three drafts and once the latest draft was completed it would be sent to the PAC's planning consultant to review.

Jack stated that the PAC had not started the Aircraft Noise Management Plan and they need a new aircraft noise exposure forecast (ANEF) in order to do so. Allan advised that he had sought out advice from a consultant (Marshall Day P/L) to prepare the ANEF. The Shire is to undertake the preparation of the noise study (including the ANEF) in conjunction with the PAC, who will be requested to provide information and other advice to enable modelling etc.

It was noted the commissioning of the noise study was dependent on the determination of the Mornington Peninsula Shire Budget at the following week's Council meeting.

Jack indicated that PAC intended to bring elements of the draft Airfield Master Plan to the next meeting for discussion with the group.

At this point there was discussion regarding the expected process regarding the Airfield Master Plan, with the PAC representatives indicating there was no requirement for exhibition of the AMP. Allan confirmed that there is no statutory requirement for exhibition or Council approval of the AMP, and the PAC could simply adopt it as their own document. However, the AMP will carry more weight and provide greater certainty if it is endorsed by Council.

### **Proposed widening of the sealed runway pavement**

Jack indicated that the PAC was continuing to prepare an application for widening of the sealed runway pavement (although the unsealed runway width is not increased) in order to improve the safety of the runway and in accordance with accepted standards

This led to a discussion between Jack and Martin regarding the need for the proposed widening. Jack highlighted that the purpose of this is to provide greater safety by increasing the runway to a standard width (18 metres) and not to accommodate jets. He referred to the International Civil Aviation Organisation (ICAO) requirements for runway safety. Martin indicated he believed the ICAO does not set a minimum runway width for facilities such as Tyabb.

He observed that the airfield has been used for many years to train pilots and that safety has never been raised as an issue for pilot training. However, there was some level of agreement that a wider sealed runway would help to avoid runoffs ('excursions').

Martin asked where the funds for the runway widening were coming from. Jack indicated that the PAC would be responsible for funding. However, Jack also indicated:

- a) There is an existing S173 agreement between the Shire and the PAC, which, in part obliges the Shire to maintain the runway until 2022
- b) there had been some discussion with the Shire about ending the maintenance section of the S173 Agreement before 2022, with the Shire to provide the funding for runway maintenance to the PAC instead.
- c) the PAC could then combine the Shire maintenance funds with their own funding to reconstruct the runway with a wider sealed width. The PAC would be responsible for maintenance of the runway from that point onwards.

Katrina queried whether proceeding with an application for widening of the sealed section of the runway would be seen to be pre-empting the Airfield Master Plan. Allan indicated that while there is risk of this perception, the PAC can decide to proceed with an application if they choose to do so.

Len requested that this topic be deferred to the next meeting in order for him (and anyone else) to research the implications in terms of the types of aircraft that could be accommodated before proceeding with discussions.

Bruce suggested that there was nothing to stop dialogue happening between meetings on this topic. It was agreed that questions or feedback from members could be sent for consideration by PAC via the Chair.

Stewart asked whether documentation could be lodged with the Mornington Peninsula Shire Council (ie a planning permit application) and brought to the group at the same time. Jack indicated PAC did not want to get into a debate about planning, but was certainly willing to discuss feedback from members and if modifications were requested PAC would consider them.

Dick suggested that it would not reflect well on the PAC to proceed to lodging a planning permit without first concluding discussion on the topic at the CRG. Allan also pointed out that a future planning application should probably not be discussed in the presence of Cr. Morris given her need to be impartial should it proceed to a Council meeting for determination

Martin enquired as to the number of excursions from the runway that have occurred in the last 5 to 10 years. It was indicated that it was a small number, but Stuart recounted a story of an aircraft accident resulting from an excursion from the runway on landing and he was first on the scene. He emphasised how safety needs to be the foremost consideration.

Len commented that his perception of the accident in question was that it could have been the result of pilot error rather than an insufficient runway width.

The discussion of this topic was not able to be concluded due to the time constraints, so it was left to PAC's discretion as to the timing of any planning application in relation to further discussion of the topic with the CRG.

***ACTION 1.5: CRG members to send questions and comments on the runway widening proposal to the Chair for passing on to PAC for consideration (and possible development of Frequently Asked Questions for wider dissemination)***

## Clarification of planning permit controls

David advised that the controls in place on those permits stand as they are and he had no further comment at this time.

## 6. Communications with wider community

Bruce advised that due to the level of interest from individuals looking to join the community reference group that not all those who sought membership could be granted it. He tabled a written request from one of those individuals, Mr Brewis Atkinson, to be given permanent observer status at all CRG meetings from the next meeting.

The group discussion indicated no support for any party to be given permanent observer status, but was supportive of the concept of those who had missed out on a place being linked to one or more members of the CRG and able to attend and present to a meeting when a topic of interest or concern to them was to be discussed.

Bruce proposed that Mr. Atkinson be given the opportunity to be a guest at the next meeting, particularly to share his findings from his door-knock survey of Tyabb residents.

It was generally felt that if one of the unsuccessful applicants to join the CRG were invited as guests to a meeting, all should be afforded the same opportunity.

It was agreed that guests would be invited to stay for a specific period of time and leave at the conclusion of this; i.e. not staying for the entire meeting.

Ben advised that he was also happy to provide a connection between the CRG and Mr. Atkinson.

Cr. Morris suggested that Mr. Atkinson should be asked to provide a brief submission outlining what he wishes to present on and that a specific time be given him for this purpose.

***ACTION 1.6: That Mr Brewis Atkinson be invited to the next meeting of the CRG for a period of approx. 20 minutes to outline the results of his current survey and that he be requested to provide a brief outline of the issues that he would like to raise /discuss.***

## 7. Conclusion

Bruce sought suggestions from the group regarding key points to include in a one-page summary of the meeting. The following points were suggested, with the group being keen to highlight the several early points of agreement:

### Key early agreements

- No jets
- Terms of reference
- Inbound communications through Council
- Agreement to progress noise assessment alongside the master plan
- List of names and details (but not phone or email details).

***ACTION 1.7: Bruce and Allan to prepare draft Summary points of agreement from the meeting and circulate to members for review, prior to the final Summary being able to be shared by all members with their networks.***



## 8. Next meeting

The next meeting was set for: 5 to 8 pm, Wednesday 15 August 2018 (**this was subsequently changed to Wed 1 August**). Venue: Hastings Shire Office, unless otherwise advised.

## Summary of Actions

#	Action	Action by	Status
1.1	<i>Bruce to add role of Council and other agencies/organisations to the list of issues</i>	BT	In progress
1.2	<i>Bruce and Allan collaborate on preparing a summary of key points from each meeting for circulation to members for comment; final version to be circulated to CRG for dissemination to their networks.</i>	BT/AC	<b>Meeting 1 summary completed and provided to members 19 June 2018</b>
1.3	<i>Edited 'final' version of the ToR to be circulated to CRG for confirmation prior to the next meeting so that it can be endorsed at the next meeting.</i>	BT/AC	In progress
1.4	<i>Allan to include limited contact details of CRG members on Council's Tyabb Airfield webpage</i>	AC	Completed
1.5	<i>CRG members to send questions and comments on the runway widening proposal to the Chair for passing on to PAC for consideration (and possible development of Frequently Asked Questions for wider dissemination)</i>	CRG members	In progress
1.6	<i>That Mr Brewis Atkinson be invited to the next meeting of the CRG for a period of approx. 20 minutes to outline the results of his current survey and that he be requested to provide a brief outline of the issues that he would like to raise /discuss.</i>	AC	<b>Invitation sent by email 15 June 2018</b>
1.7	<i>Bruce and Allan to prepare draft Summary points of agreement from the meeting and circulate to members for review, prior to the final Summary being able to be shared by all members with their networks.</i>	<b>BT/AC</b>	<b>Completed 22 June 2018</b>