

ACTION OUTCOMES OF THE WILLIAMTOWN COMMUNITY CONSULTATIVE FORUM HELD AT THE PORT STEPHENS COUNCIL'S MEETING ROOM ON 20 MAY 2004

Attendance:

See detailed list of attendees in Annex A.

AGENDA ITEM	ISSUES	ACTION	BY WHOM	REMARKS
1	Introduction and opening of the meeting - <ul style="list-style-type: none"> Meeting Chair, Mike Pezzullo, Head Infrastructure (HI), opened the second meeting of the Williamtown Community Consultative Forum at 0940 HRS. In his opening remarks, Mike Pezzullo outlined the Agenda for the meeting to which there was no opposition. The meeting then proceeded with a discussion of individual agenda items and the Chair summarised each outcome. 	<ul style="list-style-type: none"> HI agreed to send out minutes/action outcomes within two weeks of meeting and an unclassified tracking report of progress against each of the Defence Minister's 25 conditions. HI agreed to make a copy of the conditions available. He also agreed to include final membership list. A copy of the 25 Conditions is at ANNEX C. 	Defence	<ul style="list-style-type: none"> Minutes of each future meeting will include a "unclassified tracking report" of the status of the conditions for the introduction of RAAF Hawk Lead-in-Fighter.
2	Development of the Environmental Management Plan (EMP) -	<ul style="list-style-type: none"> Defence to regularly advise on the development of the draft of the Environmental Management Plan (EMP). Defence will provide a briefing to the Forum on progress with development of the EMP describing what information is available and how it is proposed it be reviewed by the community. 	Defence	<ul style="list-style-type: none"> Georgia Derham noted that as the development of the EMP is staged Defence may not be able to distribute the document straight away.
3	Noise monitoring -	<ul style="list-style-type: none"> The Noise Management Plan will be circulated to the forum 'out of session' and tabled at the next meeting. Forum members would be invited to comment on the proposed sites for the noise monitoring, acknowledging the importance of local knowledge. 	Defence Defence	<ul style="list-style-type: none"> HI confirmed that WCCF is stakeholder forum for the plan but he will be delegate to sign it off. Bob Baldwin MP commented monitoring at end of runway not a concern but Banksia Grove may not be good. Chairman's Update Note – The detailed Business Case for noise monitoring was approved 2 June 2004. Defence will proceed to tender the noise monitoring services to Airservices Australia for earliest implementation.
4	Noise attenuation of the Salt Ash School -			

		<ul style="list-style-type: none"> • The GHD Pty Ltd report on noise attenuation and agreed works program for Salt Ash Public School will be tabled at the next meeting. • The relevant proponent should put proposals for noise attenuation at schools other than the Salt Ash Public School to the Minister for Defence. • The Port Stephens Council will put a proposal to government in relation to the Williamtown Hall. 	<p>Defence</p> <p>PSC</p>	<ul style="list-style-type: none"> • Defence's only liability in this respect relates to the Salt Ash Public School as detailed in the 25 conditions (Condition 8) for the introduction of RAAF Hawk Lead-in-Fighter. See ANNEX C. • Bob Baldwin MP commented that new extension at Salt Ash Public School last year didn't meet standard. • Bob Baldwin MP raised that the Williamtown school at the end of runway require amelioration also. but HI confirmed that Defence's obligation (Salt Ash Public Primary School) and stated that any other requirements of an amelioration would need to be raised with the Minister from the relevant Authority. • Bob Baldwin MP raised the issue of acquisition of the Williamtown Hall. HI advised such a proposal would need to be put to the Minister by the relevant Authority.
5	“Low Flying Aircraft” road signage and the SAWR perimeter signage -	<ul style="list-style-type: none"> • Defence's Regional Manager CSI-CNNSW to work with the Traffic committee of the Port Stephens Council and the Road Transport Authority in relation to road signage. • Regional Manager CSI-CNNSW to provide CSIG Central Office (Canberra) with a brief on the fencing project, noting that it has raised some issues. • HI agreed to report on proposed locations for road signage and fencing at the next meeting and to consult with Traffic Committee and Development Approval Panel. 	<p>Defence</p> <p>Defence</p> <p>Defence</p>	<ul style="list-style-type: none"> • Future action to be discussed and agreed, informed by cost / benefit analysis. • Councillors didn't seem concerned about fencing issue as one will still get into site if want to.
6	Health studies -	<ul style="list-style-type: none"> • Hunter Water Board to bring to the next meeting results of water testing in the region. • NSW Government to approach Hunter Health to see 	<p>HWB</p> <p>NSW Govt</p>	<ul style="list-style-type: none"> • HI advised that Defence have data that can be provided in support of any health studies. Bab Baldwin

		<p>if there are any relevant health studies proposed for the region.</p> <ul style="list-style-type: none"> Regional Manager CSI-CNNSW to report (out of session) back to Hunter Water on how issues of public concern in relation to water quality, if any, are dealt with at the local level by Defence. Members of WCCF agreed to report at next meeting about any current/planned health studies. 	Defence	MP raised issue of toluene and HI reiterated position that Defence Minister said no health study would be undertaken but Defence would support/provide data for any studies that are done.
7	Development of an Estuary Management Plan for 12 Miles Creek -	<ul style="list-style-type: none"> The Estuary Management Plan for 12 Miles Creek is to be circulated to the forum members in July, before the next meeting. 	Defence	
8	State Environmental Planning Policy -	<ul style="list-style-type: none"> Defence undertook to provide the Port Stephens Council with an unclassified version of the Williamtown master plan. Defence agrees in principle (subject to the Minister's approval) to share with NSW and the Port Stephens Council more planning information relevant to the long term Defence capability at Williamtown. In this context, Defence would also engage with the development of a State Environmental Planning Policy (SEPP) with a view to sustaining the "buffer" around RAAF Base Williamtown. Any action to initiate SEPP planning lies with NSW in conjunction with the Council. HI advised the development of a SEPP was not the responsibility of Defence and this was something to be pursued between State and local authorities. DIPNR undertook to investigate the options, talk with PSC and give the SEPP status report at the next meeting. 	<p>Defence</p> <p>Defence</p> <p>NSW Govt & PSC</p> <p>DIPNR & PSC</p> <p>DIPNR</p>	<ul style="list-style-type: none"> HI advised that the Master Plan will be available in approximately 2 months for release but for future 20 year scenario, PSC need to put in a request to Defence Minister to access this.
NEW BUSINESS ITEMS	ISSUES	ACTION	BY WHOM	REMARKS
1	Future expansion in commercial activities at the RAAF Base Williamtown/Newcastle Airport Limited -	An information package on RAAF Base Williamtown is being prepared for distribution to the stakeholders within	Defence	HI stated that, in future, there would be no problem with a mutual exchange of

		about two months.		information subject to agreement by the Minister.
2	Re-gazettal of the Salt Ash Air Weapons Range -	<ul style="list-style-type: none"> Defence advised that a proposal for re-gazettal of the SAWR expanded Defence Practice Area (DPA) boundary is with the Minister for Defence. The new DPA includes the recent land acquisition to tidy up boundary issues. The forum was advised that the new DPA boundary wholly accommodate the Hawk's 30mm cannon safety template. Small areas of land related to undeveloped road reserves and creeks, which were not owned by the Commonwealth but were already within the overall SAWR property boundary, have been compulsorily acquired to facilitate this extension of the DPA to the Defence property boundary. 		There were no issues of concern raised by forum members.
3	Membership -	<ul style="list-style-type: none"> Final membership list will be distributed with the minutes within 2 weeks. 		<ul style="list-style-type: none"> HI agreed that staff or technical advisers could attend the Forum meeting but not open to the public. Bob Baldwin MP, the Senator and PSC are the communities reps.
4	Terms of Reference for the WCCF -	<ul style="list-style-type: none"> Draft Terms of Reference (TOR) for the Forum will be circulated with the Minutes (see ANNEX B). Consider changing the name of the Forum to the Williamtown / Defence Consultative Forum to better reflect the intent and membership. HI will brief the Defence Parliamentary Secretary/the Minister on the possible requirement for a Media release following the second meeting of the Forum and the proposed revision of the Forum's name. 	Defence Defence Defence	
5	Amelioration and/or acquisition of severely noise affected properties –	<ul style="list-style-type: none"> The Minister is considering Head of Infrastructure advice on a sample case. 		<ul style="list-style-type: none"> Subject to the Minister's decision, other cases will be treated accordingly.
6	New aircraft for RAAF Base Williamtown -	<ul style="list-style-type: none"> BCDR undertook to report at next meeting on the 	Defence	

		Base Communication Plan		
7	Next meeting -	<ul style="list-style-type: none">• HI advised next meeting end-August (aware of election timings).	Defence	

The meeting closed at 1205 HRS.

ANNEX B - Draft Terms of reference (TOR) for RAAF Base Williamtown Consultative Forum

Introduction

A key outcome of Defence Minister Robert Hill's decision to accept the Hawk Lead-In Fighter into service in October 2003 was to put in place measures to ensure that the impact of the new jet on the local community is minimised. Specifically, condition four for the introduction of the new capability required that, "An Environmental Advisory Committee will be established at RAAF Base Williamtown to facilitate information exchange between RAAF and the community".

Subsequent engagement with the Parliamentary Secretary to the Minister for Defence and RAAF enabled the shape, structure and role of the "Advisory Committee" to be more clearly defined and broadened to encompass more than environmental issues. These terms of reference reflect that engagement and describe the role of the RAAF Base Williamtown Community Consultative Forum, known as the Williamtown Community Consultative Forum (WCCF).

Intent

The WCF is intended to provide community stakeholders, who are potentially impacted by Defence operations at and from RAAF Base Williamtown, with the opportunity to raise relevant issues and to be informed. The forum is also the vehicle through which the community is informed of the status of implementation of the 25 conditions for the introduction of the Hawk Lead-In Fighter.

Community representation at the Forum is achieved through the active participation of elected members and officials of the three levels of government (Federal, State and Local) engaged in the Williamtown region. It is not intended that the Forum be open to members of the general public

Membership

The membership of the WCCF will comprise representatives from:

Department of Defence (Chair, normally Head Infrastructure)

NSW Senator

Local Federal MP

New South Wales Government (Premier's Department)

New South Wales Government (Department of Infrastructure, Planning and Natural Resources)

The Port Stephens Council (the Mayor)

Newcastle City Council (General Manager)

Department of Defence (Director General Strategy Planning – Air Force)

Department of Defence (Director Force Disposition & Land Planning)

Department of Defence (Director Environment Stewardship)

Department of Defence (Regional Manager CSI-CNNSW region)

Department of Defence (Base Commander)

Department of Defence (Commander Air Combat Group)

Department of Defence (Senior Environmental Advisor)

Department of Defence (secretary, Executive Officer Land Use Assessment)

Hunter Business Chamber

Hunter Water Corporation

Other officials or individuals may be invited to attend the WCCF on the approval of the Chair. This would occur in instances such as consultants being asked to attend to present outcomes of related work or studies.

Meeting details and business rules

- The WCCF will meet quarterly.
- The venue will usually be at the Port Stephens Council Chambers at
Port Stephens Council's Administration Building
116 Adelaide Street (Old Pacific Highway),
RAYMOND TERRACE
- The meeting agenda is standardised as:
Introductory Remarks by the Chair;
Review of Action Items; and
New Business.
- New Business items will be called for at the time of promulgation (by e-mail) of the details of the next meeting (approximately 1 month in advance of the meeting date).
- Papers /documents supporting agenda items are to be circulated to WCG members through the secretariat to be available at least one week before the relevant meeting.
- Defence will provide the secretariat to the WCCF.
- All correspondence for the WCF should be addressed to:
Head Infrastructure
Chair Williamtown Consultative Forum
Department of Defence BP2-A005
CANBERRA ACT 2600
- Minutes of WCCF meetings will be promulgated by e-mail and hard copy to all members in dot point form detailing a summary of outcomes, an action list and remarks.

Community communication strategy

- The communication strategy will be developed in consultation with WCCF.

ANNEX C - Minister's for Defence conditions arising from the Environmental Impact Statement for the introduction into service of the Hawk Lead-in Fighter at RAAF Base Williamtown and Salt Ash Air Weapons Range.

1	The Environmental Management Plan (EMP) for RAAF Base Williamtown (Williamtown) will be updated to incorporate the environmental issues identified in the impact assessment process. The plan will be updated to meet the requirements of the international quality assurance system ISO14001 which requires a review by an independent environmental auditor.
2	The EMP for the Salt Ash Air Weapons Range (Range) will be similarly updated and reviewed.
3	The environmental management strategies at both Williamtown and the Range will include long-term noise monitoring. The impacts of noise will be reviewed periodically.
4	An Environmental Advisory Committee will be established at RAAF Base Williamtown to facilitate information exchange between RAAF and the community.
5	Defence will engage with local and state planning authorities to establish guidelines to ensure proposed developments within close proximity to both sites are compatible with Defence operational and training requirements.
6	An Estuary Management Plan for 12 Mile Creek will be developed which will consider opportunities for public access to waterways in the vicinity of the Range, consistent with the over riding obligation to ensure public safety.
7	Airforce will review the methods it uses to communicate its flying programs and schedules to the community in the Port Stephens area.
8	Defence will give priority consideration to implementing a noise attenuation program at the Salt Ash Public School to reduce the adverse impacts of aircraft noise.
9	Advice from the Port Stephens community will be sought about, and factored into planning of, operations at Williamtown and the Range to provide for respite periods.
10	Night flying at SAWR will be restricted to the minimum required to achieve operational and training targets. As a general rule there will be no flying after 9:00pm (Eastern Standard Time) and 10:30pm during daylight saving.
11	The average annual use of the Range will not increase and will continue to be minimised as far as practical. The maximum 10-year rolling average for aircraft usage at the Range will be 115 days for all Hornet and Hawk operations.
12	Road signage in the Port Stephens area warning of low flying aircraft will be reviewed in consultation with NSW Roads and Traffic Authority.
13	Signage will be reviewed and any additional signage required will be erected around the perimeter of the Range warning of possible high noise areas.
14	Should the responsible authorities conduct long-term health studies in the Port Stephens area, Defence will seek to ensure the studies include monitoring for signs of air toxins.
15	Air quality monitoring and air pollution abatement measures will be incorporated into the environmental management strategies implemented at both sites.
16	Relevant air emissions at Williamtown will be reported to the National Pollutant Inventory (NPI) as part of Defence's NPI reporting.
17	The EMP for both sites will incorporate Defence's greenhouse gas reduction strategy including measures to reduce air emissions and fuel consumption during taxiing, take-offs and landings.
18	Surface and ground water quality monitoring will be incorporated in the EMP for both sites, with results to be provided to Hunter Water Corporation according to an appropriate process.

19	The EMP for both sites will incorporate measures for waste management and control of contamination. This will include management of toxic materials and waste generated during servicing and maintaining of aircraft.
20	The environmental management strategies employed at both sites will include an annual cycle of review and continuous improvement.
21	Indigenous artefacts, archaeological deposits and heritage sites identified at Williamtown and the Range will be catalogued, protected and managed in accordance with strategies identified in the EMPs. The plans will include consideration of impacts of aircraft attack profiles on heritage sites.
22	Any development proposals at Williamtown will be considered in accordance with Defence's environment and heritage obligations under the Environment Protection and Biodiversity Conservation Act 1999 and Australian Heritage Commission Act 1975.
23	Security at the Range will be improved by constructing a perimeter fence to preclude public access. Alternative strategies to fencing in estuarine and wetland areas will be investigated, and appropriate signage installed.
24	The EMPs developed for both sites will incorporate the requirements for Airforce operations as set out in formal Defence Instructions and will implement the safeguards identified in the Environmental Impact Study.
25	An environmental status report that addresses environmental issues and includes results of monitoring will be provided to the Department of Environment and Heritage at regular intervals.