

Terms of Reference

Canberra Airport Community Aviation Consultation Group

February 2014

1. Name

The name of the Group is Canberra Airport Community Aviation Consultation Group.

2. Background

Canberra Airport was established on the existing site in 1927 when the local population was less than 10,000 people. The commencement of the jet age in the 1960s saw a significant growth in aviation activity around the world, including Canberra. The Airport lease was sold by the Commonwealth on a long term 50 year plus 49 year option in May 1998. Since then, the Airport has undergone rapid development in regard to both aviation and commercial uses in response to the Airport's Master Plans and market conditions. Development of the Airport will be ongoing for many years to come.

In September 2013 Canberra Airport was named Capital City Airport of the Year by the Australian Airports Association, the peak body representing more than 200 airports around the nation. Canberra now has an airport befitting that of a National Capital. Prior to this Canberra Airport won Capital City Airport of the Year in 2007; and Major Australian Airport of the Year in 2002.

Canberra Airport has provided a consultative forum since 1998 where information and views on airport development and operational matters, consistent with approved Master Plans, are discussed and exchanged in an informative, objective and open manner.

3. Role and Purpose of the Community Aviation Consultation Group

The role and purpose of the Canberra Airport Community Aviation Consultation Group is for Canberra Airport to consult with peak community organisations, aviation, tourism and business sectors, and government.

The Community Aviation Consultation Group Guidelines were published in February 2011 by the Australian Government (now Department of Infrastructure and Regional Development). This consultation Group is in addition to ongoing major stakeholder consultation on developments such as the Airport's Master Plan and Major Development Plans.

Consistent with the Guidelines the Group is not an arbitration or decision making body and has no power to direct or implement Commonwealth, State/Territory, Local Government or Airport policy in regards the development of Canberra Airport.

4. Independent Chair of the Community Aviation Consultation Group

The Independent Chair of the Canberra Airport Community Aviation Consultation Group is to be appointed in response to the Guidelines.

The independent conduct of the Chair is critical for the effective functioning of the Group. An independent Chair will:

- Ensure the input of the full membership is sought as to agenda items;
- Ensure adequate discussion time is devoted to issues of significance;
- Allow for discussion of unanticipated ‘other business’ at Group meetings;
- Ensure agenda materials and papers are meaningful and facilitate effective engagement of members in Group discussions;
- Encourage open discussion and a frank exchange of views; and
- Monitor effective follow-up of action items.

Any interests, arrangements or associations of the Chair which might reasonably give rise to perceptions of a conflict of interest should be disclosed to the Group.

5. Objects of the Community Aviation Consultation Group

The Group provides a means for the distribution, presentation and discussion of reports.

Matters the Group may consider, but are not limited to, include:

- Airport development and operations;
- Implementation of the Airport’s Master Plan;
- Growth in regional, domestic and international airline services;
- Growth of or change in freight, military, VIP and general aviation operations, including aviation-related education and training;
- Growth in aviation maintenance operations;
- Ground transport and associated infrastructure on and around the Airport, including roads, local and regional bus networks, cycle paths and future very fast train;
- Access issues for passengers, including people with disabilities;
- Environmental issues on and around the Airport;
- Minimisation of aircraft noise impacts on the amenity of residents on and off airport;

- The maintenance, enhancement and the monitoring of the effectiveness of the Noise Abatement Areas and Noise Abatement Procedures (including proposals to alter these);
- Current and proposed future aircraft flight paths, departure and arrival procedures, training circuits, night time operations and associated Noise Abatement Procedures;
- Reports from Airservices Australia and Civil Aviation Safety Authority on issues affecting the community;
- On-airport noise issues including ground engine running and testing;
- The adoption of new technologies and improved procedures for noise abatement and mitigation of emissions;
- Contribution of Canberra Airport to the local, regional and national economy;
- Strategies to ensure the broad community is informed of issues discussed by the Group; and
- Regulatory and Government policy changes.

6. Membership of the Community Aviation Consultation Group

Canberra Airport, in consultation with the Chair, will determine membership of the Group.

6.1 Before inviting community organisations to join the Group the Chair and/or Canberra Airport must be satisfied that the community organisation:

- a. is properly incorporated with Articles of Association; or
- b. represents a significant body of residents not already represented on the Group by another body or organisation; and
- c. the representative of the community organisation invited to join the Group is to be nominated by the respective organisation, in writing to the Chair of the Community Aviation Consultation Group, by a member of the Executive of that community organisation; and
- d. thereafter the nominated representative is to be re-advised to Canberra Airport, in writing, following each annual general meeting of the community organisation; and
- e. the representative must be a permanent resident of the area being represented.

6.2 If the nominated representative (referred to in c above) is unable to attend a meeting, the community may choose to submit an alternative representative. The alternate representative should be advised to the Chair, care of Canberra Airport, at least three (3) working days prior to the meeting.

6.3 The Chair and/or Canberra Airport may use its discretion to invite more than one community organisation from any community, if it believes it would be of benefit to the operation of the Group.

6.4 The Chair and/or Canberra Airport invite the following residents'/community groups to attend the Community Aviation Consultation Group:

Australian Capital Territory

- Belconnen Community Council
- Gungahlin Community Council
- Inner South Canberra Community Council
- North Canberra Community Council
- Pialligo Residents Association
- Tuggeranong Community Council
- Weston Creek Community Council
- Woden Valley Community Council

New South Wales

- Fernleigh Park Community Association - representing Googong and Royalla
- Jerrabomberra Residents Association
- Ridgeway Community Group

6.5 The Chair and/or Canberra Airport invite the following aviation services and operators at the Airport to attend the Community Aviation Consultation Group:

- All airlines operating regular public transport services into Canberra Airport;
- Air freight operators on Canberra Airport;
- A representative of any RAAF squadron based at Canberra Airport;
- One representative of general aviation, as nominated by the Regional Airspace and Procedures Advisory Committee ACT (RAPAC);
- A representative of any large-scale aircraft maintenance facility at Canberra Airport; or
- Any airline or aircraft operator (including freight, charter, flight training organisation) that Canberra Airport deems would be of benefit to the operation of the Group.

6.6 The Chair and/or Canberra Airport invite the following local tourism bodies and business groups to attend the Community Aviation Consultation Group:

- Australian Capital Tourism;
- Tourism Industry Council (ACT and Region);

- Canberra Business Council;
- Chamber of Commerce & Industry ACT and Region;
- Queanbeyan Business Council; or
- Any local tourism body and business that Canberra Airport deems would be of benefit to the operation of the Group.

6.7 The Chair and/or Canberra Airport may invite representatives of the following agencies (but not limited to) to provide relevant information and assist in discussions, but will not be formal members:

- ACT Chief Minister and Treasury Directorate;
- ACT Environment and Sustainable Development Directorate;
- Aircraft Noise Ombudsman;
- Airservices Australia;
- Civil Aviation Safety Authority;
- Department of Defence;
- Department of Infrastructure and Regional Development;
- Local Government representatives of Palerang, Queanbeyan and Yass Valley;
- National Capital Authority;
- NSW Premiers Department;
- NSW Department of Planning;
- Any representatives of a Australian Government, state or local government agency that Canberra Airport deems would be of benefit to the operation of the Group.

7. Meeting Arrangements

It is expected that the Community Aviation Consultation Group will meet up to three times per year. Meetings may be of an informal nature and are normally held at Canberra Airport. Meeting times are to be determined by the Community Aviation Consultation Group with the approval of the Chair and/or Canberra Airport.

An agenda will be provided to Group members prior to the scheduled meeting date.

8. Attendance

A community organisation, may, from time to time, with the agreement of the Chair, proxy another already invited community organisation to represent their views on the agenda.

Group members are requested to indicate their ability to attend no later than three (3) working days prior to the scheduled date of the meeting.

A representative of Canberra Airport must be present at the meeting in order for the meeting to proceed.

9. Group Procedures

Open discussion and a frank exchange of views are encouraged however the Chair has the right to request that no person is to speak for more than five (5) minutes unless they have been specifically asked to address the meeting.

10. Presentations to Meetings

The Chair may invite an individual or organisation to speak at a Group meeting.

The presenting party must speak only on issues nominated by the Chair and may only speak for a pre-determined time period.

The Chair has the discretion to stop the presentation if the presenter is judged to be canvassing other issues, unless invited to by the Chair.

The presenting party may answer questions or queries from the meeting following the presentation.

11. Meeting Notes

Meeting notes will be produced following the meeting. These will be distributed to members by email and uploaded to the Canberra Airport Website in due course.

‘Actions’ are noted in the meeting notes where a Group member offers or agrees to do a certain thing. The Group member may be asked to detail progress on the action at a subsequent meeting or as otherwise agreed by the meeting.