



TOWNSVILLE COMMUNITY AVIATION CONSULTATION GROUP

TERMS OF REFERENCE

1. PURPOSE

The purpose of the Townsville Airport Community Aviation Consultation Group (CACG) is to ensure that community views are effectively heard by the airport and to give members the opportunity to obtain information about what is happening on-airport. The CACG will be open to residents affected by airport operations, local authorities, airport users and other interested parties and will be used to exchange information on issues relating to Townsville Airport operations and their impacts.

The CACG is for consultation purposes only and is not a decision-making body (as stipulated in the Federal Government's Aviation White Paper). The CACG will:

- Provide a forum for the exchange of information and ideas between airport operators, the community, governments, users and other relevant stakeholders;
- Allow the concerns of interested parties to be raised and taken into account by airport operators, thereby fostering a sense of collaboration, empowerment and transparency in decision-making; and
- Contribute to community understanding of airport operations with the added potential outcome of a wider acceptance of the airport's operational needs and thus a greater willingness to resolve potential conflicts.

The CACG would provide updates to the community and industry representatives on:

- Airport development activities (including the Master Plan)
- Airport environment initiatives (including the Airport Environment Strategy)
- Aircraft noise and Australian Noise Exposure Forecasts (ANEF)
- New airport activity (such as new services) or changes to aviation services
- Planning, regulatory and policy changes affecting the airport
- Environmental updates (including the Airport Environment Strategy, prepared as part of the Master Plan)
- Changes to airport facilities
- Access issues including for people with special needs
- Economic contribution of the airport (including the Airport Economic Impact Study)

Reports will also be provided to the CACG from government departments including Department of Infrastructure and Transport; Airservices Australia, Defence and CASA.

2. CHAIRPERSON

The CACG will be chaired by an independent Chairman who will be endorsed by the CACG. TAPL will initially engage an appropriate person for the role for a three year period (subject to acceptance by the Chairperson). For subsequent appointments, TAPL will make recommendation on appropriate candidates for the Chairperson's role and where appropriate the CACG will be involved in the selection process.

The role of the Chair is to:

- 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.

The Chair will disclose any interests, arrangements or associations to the CACG which may be perceived as a conflict of interest.

3. SECRETARIAT ROLE

The role of Townsville Airport will be to provide the secretariat position on the CACG; as well as provide administrative support for the Chairman. The secretary will be a suitably qualified senior Townsville Airport staff member. TAPL will publish the minutes of the CACG on its website.

The role of the secretariat is to:

- Communication of arrangements made for the Group, including any framework documents such as procedural arrangements and terms of reference, to the membership;
- Preparation, distribution and publication of records of Group meetings;
- Preparation and distribution of meeting agendas;
- Ensuring that Group members are notified of meetings and given an opportunity to prepare for the meetings;
- Supporting the activities of the Chair as required;
- Coordinating input to assist the Group on policy, technical and other support issues, where agreed; and
- Preparing a report on the Group's work for the purpose of consideration as part of the Airport's annual lease review.

4. ROLE OF AIRPORT MANAGEMENT

Townsville Airport Management representatives will participate fully in CACG proceedings. TAPL staff will offer items for the agenda, attend meetings and provide relevant information on the operation of the airport.

5. MEETINGS

The CACG will meet three times per year. Responsible organisations are to provide the Chairperson with information on, and/or action taken on outcomes from a meeting at least ten (10) working days prior to the next CACG meeting. This information will be copied to CACG members together with the agenda for the next CACG meeting.

6. MEMBERSHIP

Membership of the TAPL CACG will be open to residents affected by airport operations, airport users, airport operators, local authorities and any interested parties representing the community or industry in the Townsville area. TAPL will advertise for EOI for membership in local newspapers prior to the first CACG; and will advertise on airport for airport operations via existing consultation Group meetings.

To establish the CACG initially, TAPL will also invite representatives of key local stakeholder groups.

The Chairperson may invite other persons on an ad hoc basis to address the Group on particular agenda items.

A quorum for each meeting shall be 10 Members. It is desirable to have at least one representative from each of the following groups at each meeting:

- I. Community representatives
- II. Government sector
- III. Airport operators

The CACG will establish strategies to inform the broader community of major issues.

7. APPOINTMENTS

Appointments of new representatives to the Group will be by endorsement of the CACG. Appointments will be for an initial period of two (2) years, commencing at the first meeting and will be subject to renewal at the end of that period, unless determined at an earlier date by agreement.

8. SCOPE OF POWERS

The CACG will be for consultation purposes only and is not a decision-making body (as stipulated in the Aviation White Paper). The CACG is an independent forum representative of the community for the exchange of information about airport activity.

9. PROXIES

A proxy is a stand-in for a representative member unable to attend, and shall fulfil the function ordinarily incumbent to that member.

The Chairperson may approve a Proxy appointment prior to a meeting, by prior agreement with the absent Member.

10. COMMUNICATION OF CACG ACTIVITY AND OUTCOMES

TAPL will provide information on the CACG on the website – www.townsvilleairport.com.au.

TAPL and the Chairperson (as appropriate) will make any official comment on the conduct and outcomes of the CACG.

The CACG will establish strategies to inform the broader community of major issues as required.

11. FUNDING CACG

The CACG will be funded by TAPL.

12. REVIEW OF TOR

The CACG TOR will be reviewed every three years in line with the Chairperson's appointment. TAPL will be responsible for drafting the Terms of Reference.