

ARCHERFIELD AIRPORT COMMUNITY AVIATIONS CONSULTATION GROUP (AACACG) – TERMS OF REFERENCE

Introduction

The Archerfield Airport Community Aviation Consultation Group (AACACG) is designed to be an independently-chaired forum for key participants in the operation of Archerfield Airport and representatives of communities surrounding Archerfield Airport.

Role and Purpose

The role of the Archerfield Airport CACG is:

- to provide a forum for residents, the surrounding community, local authorities, airport users, and other interested parties to exchange information on airport planning, operations, their limits, and any issues arising;
- to allow concerns to be raised and taken into account by the airport operator, with a genuine desire to resolve matters that may emerge;
- to ensure the community's views are effectively heard and the airport operational needs and activities are well-informed in a spirit of collaboration; and
- to complement and support the consultative requirements already established for Master Plans and Major Development Plans (MDPs).

The CACG is for consultation purposes only and is not a decision-making body.

Scope

The Group will discuss issues or concerns of the community at large and from airport tenants regarding the operation of the airport. These issues will include but are not limited to:

- Aircraft noise and environmental issues: Issues regarding aircraft noise management and flight paths will be discussed and suggestions made to the responsible authorities, CASA and Airservices Australia, regarding noise abatement procedures and safety measures where these are applicable.
- Development of the airport: Archerfield Airport Corporation will provide information from time to time regarding plans for the development of the airport. This will include plans for future developments, steps being taken to implement the Airport Master Plan, ground transport and access issues, proposals that may increase or change aviation services, and any planning or regulatory policy changes that may affect the airport.
- Ensuring effective complaints handling procedures are in place.
- Reports by Airservices Australia and CASA on issues affecting the community.
- Individual members of the Group note issues that affect them and can be actioned within their area of authority.

Membership

Membership of the Group will be:

- Key Participants from the Industry: Archerfield Airport Corporation, tenants of Archerfield Airport.
- The Community: Federal and State MP's, Brisbane City Council (Executive and Council), Queensland State Development, Infrastructure, Local Government and Planning (SDILGP), Community Organisation, Resident Groups or Individuals.
- Permanently invited Guests of the AACACG: Airservices Australia, Department of Infrastructure, Transport, Regional Developments and Communications (DITRDC).

Chairperson

The Group will be chaired by an Independent Chair and secretariat services will be provided by Archerfield Airport Corporation.

The Chair will

- ensure the input of the full membership is sought as to agenda items;
- allow for discussion of 'other business' at CACG meetings;
- ensure agenda materials and papers are meaningful and facilitate effective engagement of members in CACG discussions;
- encourage open discussion and honest exchange of views; and
- monitor effective follow-up of action items.

Meeting

The Group will meet 3 times per year at pre-determined dates set before the beginning of each year.

A finalized agenda will be provided to all attendees at least seven (7) days before the meeting.

Minutes of the meeting will be provided and published on Archerfield Airport's website after the meeting.