



COMMUNITY AVIATION CONSULTATION GROUP TERMS OF REFERENCE

7 FEBRUARY 2023

PURPOSE

Cairns International Airport is the 7th busiest Airport (pre-COVID) in Australia, and is an important strand in the fabric of the local community in Cairns and in the region. The Airport is an enabler of transport, access and investment in this region.

The purpose of the Community Aviation Consultation Group (CACG) is to ensure that community views are effectively heard by the Airport and to serve as a forum for its members to raise and discuss airport related, environmental and community issues and have the opportunity to obtain information about what is happening on-airport.

The CACG provides a forum for the exchange of information and ideas between airport operators, the community, governments, users and other relevant stakeholders; and:

- Allows the concerns of interested parties to be raised and considered by airport operators
- Fosters greater collaboration and transparency in decision-making; and
- Engenders a greater understanding of the Airport's activities and operations and thus reduces the potential for misunderstanding or conflict.

TERMS OF REFERENCE

The CACG will provide updates 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

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

Reports will also be provided to the CACG from government departments including Airservices Australia (AsA), Cairns Regional Council (CRC) and other government agencies periodically e.g. Civil Aviation Safety Authority (CASA).

CHAIRPERSON

The CACG will be chaired by an independent Chairperson who will be endorsed by the CACG for a term of three years.

Cairn Airport (CA) will initially engage an appropriate person for the role for a two year period. For subsequent appointments, CA will make a recommendation on appropriate candidates for the Chairperson's role and, where appropriate, the CACG will be involved in the selection process.

The Chair's role is to:

- Ensure effective discussion and participation by the Group members on the 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 respectful, open and effective engagement of members in Group discussions;
- Encourage open discussion and a frank and respectful 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, or be an actual, conflict of interest.

SECRETARIAT ROLE

CA will appoint a secretary who will be responsible for the following:

- Assist to prepare and disseminate the agenda and papers for each meeting;
- Prepare and maintain a true and accurate record of each meeting;
- Circulate minutes to the CACG members within 21 days of meeting date;
- Communicate and coordinate meetings with the Group members and the stakeholders;
- Support the administrative functions of the Group and the activities of the Chair as required.

ROLE OF AIRPORT MANAGEMENT

CA representatives will centrally coordinate and participate in each meeting.

MEETINGS

The CACG will meet three times per year at the Airport's offices until otherwise notified.

A quorum for each meeting shall be 7 Members comprising of at least one representative from each of the following groups at each meeting:

- I. Community representatives
- II. Government representatives (CRC, AsA)
- III. Industry representatives (Airlines and operators)



Relevant members of the CACG must 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.

MEMBERSHIP

Membership is open to:

- community representatives being one elected resident from each of the 8 regions (Cairns City, Cairns North, Aeroglen, Holloways Beach, Yorkeys Knob, Trinity Beach, Machans Beach and Clifton Beach) affected by airport operations,
- government and industry representatives being one elected representative from the Regular Transport Operators and General Aviation, Cairns Regional Council, Air Services Australia.
- Cairns airport representatives.

CA will advertise for Expressions of Interest (EOI) for membership in local newspapers prior to the first CACG; and will advertise on airport for airport user representatives via existing consultation group meetings.

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

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.

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 related to airport activity.

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.



COMMUNICATION OF CACG ACTIVITY AND OUTCOMES

CA will provide information on the CACG on the website – www.cairnsairport.com.au. CA and the Chairperson (as appropriate) will make any official comment on the conduct and outcomes of the CACG, subject to CA approval.

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

REVIEW OF TERMS OF REFERENCE

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