

## PARAFIELD AIRPORT CONSULTATIVE COMMITTEE (PACC) TERMS OF REFERENCE

February 2026

### 1 BACKGROUND

In 2011, the then Federal Government requested Federally-Leased Airports establish Community Aviation Consultation Groups (CACGs) at Australian Airports that were leased by the Commonwealth.

The intended role of CACGs for leased federal airports is:

- to enable airport operators, residents affected by airport operations, local authorities, airport users, and other interested parties to exchange information on issues relating to airport operations and their impacts;
- to allow matters to be raised and taken into account by the airport operator, with a genuine desire to resolve issues that may emerge;
- to complement and support the consultative requirements already established for Master Plans and Major Development Plans (MDPs); and
- to discuss and share information between the airport and the communities affected by its operations and plans.

As the operator of Parafield Airport, Parafield Airport Limited (**Airport Operator**) had established an Airport Consultative Committee in 2011 and this Committee was continued and enhanced to encompass the expectations of the Commonwealth.

These Terms of Reference have been prepared to provide a common understanding of the roles and responsibilities of the participants in the Parafield Airport Consultative Committee (PACC). These Terms of Reference for the Committee will be reviewed on an as needed basis.

In November 2025, revised CACG Guidelines were released by the Commonwealth.

The Guidelines state:

*The role of a CACG is for the airport operator to work collaboratively with the local community on airport planning, development and operations, and related impacts and opportunities. CACG meetings provide a forum for open discussion between members, representatives from key participating organisations and airport operators.*

### 2 FUNCTIONS OF THE PACC

To address the intended role of the PACC, the Committee functions are described below and include, but are not limited to:

- Provide an advisory forum for the free exchange of views on airport matters between the Airport Operator, various sectors of the aviation industry and the local community;
- Advise the Minister for Infrastructure and Transport and State and Local Governments with respect to the abatement of aircraft noise and related environmental issues at the Airport;
- Monitor, discuss and recommend actions in regard to ground-based environmental issues and matters covered by the *Airports Act 1996*;
- Monitor air space management around the Airport, including adherence to noise abatement procedures;
- Monitor the operation of the noise abatement procedures currently in place;
- Review the results of flight path, aircraft noise and the adequacy of monitoring arrangements and make recommendations to the decision makers in Airservices Australia and the Civil Aviation Safety Authority (CASA) ;
- Examine patterns of complaints about aircraft noise and, if required, recommend to the Minister,

action with respect to those complaints;

- Consider reports on the noise and health impacts arising from the Airport's operations;
- Provide airport management with information of developments from other sectors that may impact on the future operations of the airport;
- The Airport Operator's Management to provide and discuss with Committee Members details of proposed airport developments and changes to operations that could affect their respective sector of responsibility; and
- Take action to address any airport-related issues of concern to its members.
- The PACC will encourage open channels of communication, engage genuinely and promptly to allow meaningful input and early issue resolution, and work to prevent misinformation and unnecessary misunderstandings between the community and the airport.

### **3 MEMBERSHIP**

Membership of the PACC should consist of parties with a genuine interest in the local community and airport operation.

Membership should be diverse in its representation and include a mix of the following:

- Airport management
- Aircraft operators
- Community organisations or representatives
- Representatives from State or Local Government bodies
- Local tourism and business groups
- Traditional owners and First Nations advocacy groups.

The PACC shall comprise representatives from:

- PACC Chair
- Parafield Airport Ltd representatives
- The Commonwealth Department responsible for Aviation
- Local elected Members of Federal, State and Local Government
- Relevant State Government Departments (Planning, Transport and Infrastructure, Environment Protection Agency)
- Neighbouring Local Governments and Land Management Trusts
- Airservices Australia
- Civil Aviation Safety Authority
- Noise Ombudsman's Office
- Airline Operators and General Aviation representatives
- Local businesses and tourism operators
- South Australian Freight Council
- Local Resident and Community Group representatives

To ensure that the Local Resident and Community Group representatives consist of parties with a genuine interest in the local community and airport operation, the following criteria will apply:

- The Local Resident and/or Community Group must have an established history of coordinated community involvement
- The Community Group must be a not-for-profit organisation, but need not be incorporated
- The community represented by the Local Resident and/or Community Group must be directly impacted by the operations of Parafield Airport
- The objectives of the Local Resident and/or Community Group must not be inconsistent with those of the PACC
- The Community Group must have a minimum of 10 individual members, with a member prepared to:

- Attend quarterly PACC meetings as a representative of the Group (but only one may attend any one particular meeting); and
- Communicate matters raised during PACC meetings back to members of the Group.

Membership selection may occur in consultation with elected representatives and residents' groups or similar local community groups. Members may be appointed on an open-ended basis, for specified terms or as observers. Members should declare any conflicts of interest to the Chair.

Parafield Airport Ltd will undertake an annual public call for registrations of interest from Local Resident and Community Group representatives to fill vacant positions on the PACC.

The Chair may (in consultation with Parafield Airport Ltd, the PACC or otherwise acting reasonably):

- Admit any individual or organisation as a member of the PACC;
- Reject an application to become a member of the PACC;
- Revoke the membership of any member of the PACC;
- Invite specific individuals or representatives of organisations on an as needed basis to act as observers or to address current and developing issues for the PACC.

#### **4 COMMITTEE STRUCTURE**

The PACC acts as an advisory committee to the Airport Operator.

A Technical Advisory Sub-Committee (the Parafield Airport Technical Working Group – PATWG) meets prior to the PACC to address technical issues and to monitor adherence to technical procedures, particularly in relation to noise abatement procedures.

The PATWG will comprise representatives from the following organisations:

- PACC Chair (PATWG Chair)
- Parafield Airport Ltd representatives
- The Commonwealth Department responsible for Aviation
- Airservices Australia
- Civil Aviation Safety Authority
- Noise Ombudsman's Office
- Airline Operators and General Aviation representatives

The PACC also receives a verbal update at each meeting from the Chair of Parafield Airport Technical Working Group and the Chair of the Airport Planning Coordination Forum concerning land use planning issues around the airport.

#### **5. CHAIRING OF THE PACC**

Parafield Airport Ltd is responsible for appointing the PACC Chair but should do so in consultation with the membership of the PACC and should ensure the PACC Chair is independent of the airport's management.

The PACC Chair will need to demonstrate a capability to manage the deliberations of the PACC in an impartial manner. The Chair may be appointed for a specified term to be determined by the agreement of Parafield Airport Ltd.

The PACC 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, and discussions cover all issues evenly with no particular issue given priority
- Allow for discussion of unanticipated 'other business' at PACC meetings
- Ensure agenda materials and papers are meaningful and facilitate effective engagement of

members in PACC discussions

- Encourage open discussion and a frank exchange of views and monitor effective follow-up of action items.

The Chair should ensure that community representatives and aviation operators are accorded sufficient time to speak at each meeting.

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 members of the PACC.

The PACC to consider the appointment of a deputy or acting Chair in the absence of the Chair.

## **6. MEETINGS**

The committee meets on a quarterly basis in February, May, August and November. The meetings are held at venues on Parafield or in close proximity.

The Chair may also call an extraordinary meeting of the Committee if consideration of a particular issue warrants such a meeting outside of the established meeting schedule.

An agenda and background papers and reports will be distributed to members of the Committee prior to each meeting. The agenda will be provided 10 working days before the meeting if not sooner.

All members of the PACC can request additional agenda items for consideration at meetings or provide information to members of related and relevant issues.

A record of each meeting will be made available as follows:

- within 10 working days of a meeting the Secretary will circulate a draft record of that meeting to all members;
- members will then have 10 working days (Comment Period) to raise any issues with, or objections to, the draft record of meeting with the Chair;
- if:
  - no issues are raised with the Chair during the Comment Period, the draft record of meeting will be deemed accepted by the Committee and will promptly be published on Parafield Airport's website; or
  - if issues are raised during the Comment Period, the draft record of meeting will be tabled for discussion at the next occurring meeting and, only once accepted, will be promptly published on Parafield Airport's website.

## **7 RESPONSIBILITIES**

Responsibilities of the Chair:

- Preside over meetings;
- Set meeting dates;
- Approve agendas; and
- Respond to stakeholders on behalf of the Committee if directed.

Responsibilities of the Secretary:

- Ensure papers are distributed one week in advance of the meeting; and
- Take and distribute the record of each meeting.

Responsibilities of Members:

- Maintain the confidentiality of information provided to the Committee on that basis; and
- Bring to the Committee's notice either community related developments that may have an impact on future airport operations, or airport related developments that may have a future impact on the

local community.

## **8 CONFIDENTIALITY**

To facilitate open and free discussion within the PACC meetings, all Committee members can table and discuss reports and issues as required or requested. There will inevitably be some instances where a request is tabled that information is confidential and not to be discussed outside the Committee. Such instances could include commercial-in-confidence issues, aviation security issues or privacy issues. All members are asked to respect such requests.

## **9 MEDIA**

Only the Airport Operator, (or the Chair of the PACC with the Airport's permission) may discuss any aspect of the Committee or the Committee's meetings with the media.

## **10 Governance**

Members should declare any conflicts of interest to the Chair. Chair declares conflicts to the committee and manages them accordingly.