

PARAFIELD AIRPORT CONSULTATIVE COMMITTEE TERMS OF REFERENCE

1 PURPOSE OF THE PACC

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.

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 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.

3 MEMBERSHIP

The committee shall comprise representatives from local elected Members of Federal, State and local governments, Airport Operator, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA), relevant State Government Departments (Planning, Transport and Infrastructure, Environment Protection Agency (EPA)), Noise Ombudsman's Office, local resident interest groups and associations that meet the below criteria, neighbouring Local Governments and Land Management Trusts, Airservices Australia, Flight Training Schools, General Aviation Representatives, relevant industry bodies, and Local Interests Groups as endorsed by Local Government.

Subject to the matters listed in the paragraph immediately below, *local resident interest groups and associations* that meet the following criteria will, on written application to the Chair, be entitled to admission as a member of the PACC:

- the group must have an established history of coordinated community involvement;
- the group must be a not-for-profit organisation, but need not be incorporated;
- the community represented by the group must be directly impacted by the operations of Parafield Airport, including by associated air traffic;
- the objectives of the group must not be inconsistent with those of the PACC;
- the group must have a minimum of 10 individual members; and
- the group must have a minimum of two (and preferably three) members that are prepared to:
 - attend quarterly PACC meetings as a representative of the group (but only one may attend any one particular PACC meeting); and
 - communicate matters raised during PACC meetings back to members of the group.

The Chair may (in consultation with Parafield Airport and 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 (Parafield Airport Technical Working Group - PATWG) comprising Airport Operator, Flight Training Schools, Airservices Australia and DITRDCA meets before each PACC meeting to address any technical issues referred to the PATWG by the PACC and also to monitor adherence to technical procedures, particularly in relation to noise abatement procedures.

The PACC also receives a report at each meeting from the Chair of the Airport Planning Coordination Forum concerning land use planning issues around the airport.

5 CHAIRMAN & SECRETARIAT

The Chair of the Committee will be an independent professional person commissioned and remunerated by the Airport Operator).

The Airport Operator will provide the secretariat.

6 MEETINGS

The committee meets on a quarterly basis in February, May, August and November. The meetings are held at venues on Airport grounds 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.

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 14 days of a meeting the Chair will circulate a draft record of that meeting to all members;
- members will then have 14 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.