

Gold Coast Airport

Community Aviation Consultation Group

Terms of Reference

1. Context

This document is based on the CACG Guidelines (2016) published by the (then) Department of Infrastructure and Regional Development ([insert hyperlink](#)).

2. Purpose

The purpose of the Gold Coast Community Aviation Consultation Group (CACG) is:

- to enable airport operators, residents affected by airport operations, local authorities, airport users, Airservices Australia 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 and Airservices Australia, 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)
- to discuss and share information between the airport and the communities affected by its operations and plans.

The CACG representation will include representatives from local authorities, airport users and other interested parties.

The CACG will foster inclusion, collaboration, empowerment, and transparency in decision-making, allowing the concerns of interested parties to be raised and taken into account.

Reports will also be provided to the CACG from government departments including the Department of Infrastructure, Transport, Regional Development and Communications, Airservices Australia and the Civil Aviation Safety Authority (CASA) as and when required.

2. Chairperson

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 CACG meetings
- Ensure agenda materials and papers are meaningful and facilitate effective engagement of members in CACG discussions

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

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

3. Secretariat Role

The role of the Gold Coast 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 Gold Coast Airport staff member. GCAPL will publish the outcomes of meetings on a designated CACG website.

The role of the secretariat is to:

- Communicate arrangements made for CACG, including any framework documents, such as procedural arrangements and terms of reference, to the members;
- Prepare, distribute and publish records of CACG meetings;
- Prepare and distribute meeting agendas;
- Ensure that CACG members are notified of meetings and given an opportunity to prepare for the meetings;
- Support the activities of the Chair as required;
- Coordinate input to assist CACG on policy, technical and other support issues, where agreed; and
- Provide details on the CACG's work for the purpose of consideration as part of the airport's annual lease review.

4. Role of Airport Management

GCAPL Management will offer items for the agenda, attend meetings and provide relevant information on airport developments and operations.

GCAPL Management will give serious consideration to recommendations made by the GCA CACG, particularly in relation to Master Plans and MDPs.

5. Meetings

CACG will meet three times per year.

The CACG will endeavour to keep a contemporary agenda that captures the key issues of interest to the community and provide a structured approach to keeping the community informed of these issues. A draft agenda will be circulated to all members one month prior to the meeting date (or such shorter period as agreed by the Chair following consultation with members) to facilitate member input and comment.

CACG Members are to provide the Chairperson with information on and/or action taken on outcomes from a meeting at least ten (10) working days before the next CACG meeting.

6. Membership

Membership of CACG is via invitation only to community groups affected by airport operations, airport users, airport operators, local authorities and interested parties representing the community or industry on the Gold Coast and northern New South Wales.

GCAPL will invite representatives from government (Federal, Local, State), tourism and business, and the general community to participate in CACG.

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

Each member of CACG is responsible for ensuring that progress and other achievements of the CACG are communicated effectively to the organisation or group that the individual represents.

Each member of CACG is responsible for ensuring that updates on issues raised by the organisation or group that the individual represents are communicated effectively to the Group.

6.1. Role of ANACC within CACG

The Aviation Noise Abatement Consultative Committee (ANACC) is as a technical sub-committee of CACG.

ANACC will provide technical, operational and other advice to assist CACG to communicate accurate and relevant technical information and to help consider ways to improve long-term noise mitigation measures.

ANACC members will represent the Aviation Noise Abatement Consultative Committee on the CACG.

7. Appointments

Appointments will be for an initial period of three (3) 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

CACG is for consultation purposes only and is neither an arbitration nor a decision-making body and discussion at CACG meetings should not be allowed to be dominated by a single topic or individual member.

CACG will focus on current activities and future developments and will not revisit past decisions.

9. Proxies

A proxy is a stand-in for a representative member unable to attend and shall fulfill the function ordinarily incumbent to the absent Member.

10. Communication of CACG Activity and Outcomes

GCAPL will provide information on the CACG through its website: (cacg.goldcoastairport.com.au). This will include publication of all CACG meeting minutes for the past five years.

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

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

11. Funding CACG

CACG will be funded by GCAPL.

12. Review of TOR

CACG TOR will be reviewed by GCAPL every three years in line with the Chairperson's appointment and whenever significant changes are made to the CACG Guidelines by the Department necessitate an update.

Review date: 5 Jan 2023