

## Terms of reference

### Context

It is Commonwealth Government Policy that privatised airports subject to the Airports Act 1996 have a Community Aviation Consultation Group. This is outlined in the Aviation White Paper published in December 2009.

The Guidelines issued by the Department for Infrastructure and Transport highlight that the purpose of a Community Aviation Consultation Group 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 the airport operations and their impacts
- to allow concerns 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, Airport Environment Strategies and Major Development Plans."

The Guidelines also outline that the Consultation Group is "... just one avenue through which concerns can be raised and does not replace other forums and complaints handling mechanisms established by the airport operator or other authorities (such as the handling of aircraft noise complaints by Airservices Australia). The Group is not an arbitration or decision making body."

Darwin is a Joint User airport with both civil and military aircraft operations. A Joint User Deed governs planning and operation of the co-located RAAF Base Darwin and Darwin International Airport aviation activities. The Department of Defence is hence integral to the functioning of the Community Consultation Group.

### Consultation group role

The overall role of the Darwin International Airport (DIA) Community Consultation Group is to consult on community issues arising from Airport operations and developments.

Specifically, the work of the Consultation Group will include:

- existing and proposed Airport development and operations
- steps being taken to implement or develop the Airport's Master Plan
- noise (including aircraft noise) and environmental issues
- ground transport and access issues
- improvements or changes to Airport facilities
- relevant activities from the RAAF/Department of Defence, Airservices Australia and Civil Aviation Safety Authority where such activities may change or affect Airport operations that in turn, would also be of community interest
- the contribution of the Airport to the local, regional and national economy.

The Consultation Group is not there to resolve airport or aircraft related complaints or resolve aviation related commercial disputes.

### Membership

The following membership reflects the Consultation group role:

- Independent Chair
- Department of Defence/RAAF
- Environment/Landcare Group
- Aviation industry/airport business representatives (two positions)
- Tourism sector

- Business community (e.g. Chamber of Commerce)
- General community member (two positions)
- CEO DIA

The Department of Infrastructure and Regional Development, Airservices Australia and Civil Aviation Safety Authority will participate in Consultation Group meetings as required.

The Independent Chair is appointed for three years. Members are appointed for two years.

## Expectations and Modus Operandi

### Modus Operandi

The following principles/practices shall govern the internal workings of the Consultation Group:

- positions taken by the Group are arrived at by consensus. However, that does not mean every member must agree in order for the Group to arrive at a position. Any member who wants their view recorded on a Group position is entitled to do so
- the Group will function in a collegiate atmosphere under the guidance of the Independent Chair
- Group confidentiality and external solidarity will be respected in order to be conducive to the free flow of information and frank exchange of views.

### Role of All Members

All members are expected to:

- actively participate in the business of the Group including being well prepared for meetings
- maintain external solidarity as far as possible
- be forthright yet courteous in expressing their views
- play a positive role in the working of the Group
- contribute their personal expertise to Group business.

### Role of the Independent Chair

The role of Independent Chair, in addition to the expectations of all members, is to:

- provide leadership to the Group, including providing guidance to members as required
- chair meetings and settle agendas
- communicate externally and with the media on Consultation Group matters, including speaking publically
- undertake stakeholder liaison on behalf of the Group between meetings as required
- be a point of reference for the Airport between Group meetings
- settle the Summary Record of each meeting
- appoint members in consultation with the Airport
- terminate a member whose conduct is disruptive to the effective working of the Group.

## Secretariat

DIA will provide the Consultation Group secretariat plus administrative and technical support to the Independent Chair.

## Meeting Frequency

The Consultation Group will normally meet 3 times per year.

## Record of meetings

A summary report of each meeting will be endorsed by the Independent Chair and published on the Airport website.