

Terms of Reference (ToR)

1. Purpose

The purpose of the Sunshine Coast Airport Community and Aviation Forum (SCACAF) is to ensure that community views are effectively heard by the airport and to provide members the opportunity to allow concerns relating to the principal business of Sunshine Coast Airport to be raised and taken into account by the airport operator.

The SCACAF provides a forum for community members and organisations, governments, and other relevant stakeholders to exchange information, raise issues and express opinions relating to Sunshine Coast Airport Pty Ltd (SCA) operations and their impact.

The SCACAF will provide the opportunity for discussion on:

- 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 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.

2. Chairperson

The SCACAF will be chaired by an independent Chair. SCA will initially engage an appropriate person for the role for a period of up to three (3) years. For subsequent appointments, SCA will make a recommendation on appropriate candidates for the role and where appropriate the SCACAF will be given the opportunity to contribute to the selection process.

The role of the Chair is to:

- ensure the input of the full membership is sought as to agenda items
- provide leadership to the forum, including providing guidance to members as required.
- ensure agenda materials and papers are meaningful and facilitate effective engagement of members in SCACAF discussions.
- be a point of reference for SCA between SCACAF meetings
- encourage open discussion and frank exchange of views
- settle the summary record of each meeting
- appoint members in consultation with SCA and terminate a member whose conduct is disruptive to the effective working of the SCACAF.
- monitor effective follow-up of action items

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

3. Membership

Membership of SCACAF is via invitation only and is not transferable and will consist of persons who can contribute views representative of:

- communities or community organisations representative of residents affected by airport development and operations.
- representatives from state or local government
- local tourism and business groups.

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

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

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

Each organisation or group invited to be a member of SCACAF will be represented by one (1) nominated individual only. Nevertheless, the Chair may agree to additional representation in particular cases where this would be of benefit to the work of the SCACAF.

Members are expected to attend all meetings of the SCACAF. If a member is not able to attend a meeting, they are expected to tender a formal apology (notice of absence) or to nominate a substitute, who may attend at the discretion of the Chair. If a member fails to attend, tender an apology or nominate a substitute for two (2) successive meetings they will be assumed to have resigned from the SCACAF and will no longer be a member or eligible to attend.

A quorum shall be constituted by the presence of half plus one of those eligible to attend.

4. Secretariat Role

The role of SCA will be to provide the secretariat position on the SCACAF, as well as provide administrative support for the Chair. The secretary will be a suitably qualified SCA staff member.

The role of the secretariat is to:

- communicate arrangements made for SCACAF, including any framework documents, such as procedural arrangements and ToR, to the members.
- prepare, distribute and publish records of SCACAF meetings
- prepare and distribute meeting agendas
- ensure that SCACAF members are notified of meetings and given an opportunity to prepare for meetings.
- support the activities of the Chair as required
- coordinate input to assist SCACAF on policy, technical and other support issues, where agreed.

5. Role of Airport Management

SCA Management representatives will participate fully in SCACAF proceedings. SCA Management will offer items for the agenda, attend meetings and provide relevant information on the operation of the airport.

6. Meetings

The SCACAF will meet a minimum of three (3) times per year. Members are to provide the Chair with information on and/or action taken on outcomes from a meeting at least ten (10) working days before the next SCACAF meeting.

Meetings will not be open to the public however, provision may be made for individuals and persons representing community organisations to address the meeting during an open session. In addition, parts of meetings may be open to the public for particular presentations

Decisions regarding the openness of meetings will be made at the sole discretion of the Chair.

7. Appointments

Appointment to the SCACAF 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, or at a point when the member is unable to continue in the role, unless determined at an earlier date by agreement.

8. Scope of Powers

The SCACAF is for consultation purposes only and is not a decision-making body. The SCACAF will focus on current activities and future developments.

9. Substitute

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

Where organisations have nominated a person to be a member of the SCACAF and that person is unable to attend a particular meeting, the organisation is encouraged to arrange for a substitute to attend in their stead. This provision is for when infrequent and unexpected situations arise, and should only be used in those circumstances, to ensure continuity of attendance by the nominee is achieved.

Attendance by a substitute is at the discretion of the Chair and should be agreed between the Chair and the member prior to the meeting.

10. Record of meetings

A summary report of each meeting will be endorsed by the independent Chair. The minutes of the meetings are not considered confidential unless a specific item is identified as such and agreed to be so by the Chair. Such items will be recorded in a separate confidential addendum to the minutes. Accordingly, the general minutes are available to be shared publicly as members wish. The minutes may be published on appropriate websites provided they are unaltered in any way.

11. Review of ToR

SCACAF ToR will be reviewed by SCA every three (3) years in line with the Chair's appointment or as required.