

BANKSTOWN AIRPORT COMMUNITY AVIATION CONSULTATION GROUP

TERMS OF REFERENCE

1. Introduction

The Aeria aviation and industrial precinct – home to Bankstown Airport – is operated by Aeria Management Group (AMG) under a long-term lease from the Commonwealth Government, pursuant to the *Airports Act 1996*.

In 2011, the Government requested all Commonwealth-leased airports establish Community Aviation Consultation Groups (CACGs).

The Bankstown Airport CACG provides a forum for engagement and consultation on operations and developments at Aeria, focusing on Bankstown Airport.

2. Purpose and functions

- Provide an advisory forum for the exchange of information and views on matters relating to Bankstown Airport and Aeria, between AMG and relevant stakeholders;
- Contribute to a greater understanding and appreciation of airport operations and activities, including proposed developments and/or operational changes; and
- Complement consultative requirements for Master Plans, Airport Environment Strategies and Major Development Plans.

3. Membership

Membership will comprise representatives of relevant stakeholders, such as:

- Local, state and federal representatives for electorates that include Aeria
- Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts
- Airservices Australia
- Civil Aviation Safety Authority
- State authorities, such as the Department of Planning and Environment and Transport for NSW
- City of Canterbury Bankstown
- AMG
- Aeria customers/tenants
- Local tourism bodies or business groups
- Local community members, with preference given to those with strong links with local community organisations

Attendance and membership are by invitation only and with the agreement of AMG and the Chair.

The Chair may invite additional persons to present on specific topics that are relevant to the Bankstown Airport CACG.

4. Chair and Secretariat

The Chair of the Bankstown Airport CACG is an independent professional appointed by AMG.

AMG will provide secretariat support as required.

5. Meetings

Meetings are held at least three times a year at Bankstown Airport.

The Chair may also call an extraordinary meeting if consideration of a particular issue is required before the next scheduled ordinary meeting.

An agenda will be distributed to members prior to each meeting.

Minutes and related materials will be published on the AMG website in a reasonable time after each meeting.

6. Responsibilities of members

- Regularly attend Bankstown Airport CACG meetings;
- Participate in the discussion of agenda items at meetings in a constructive, professional and respectful manner;
- Maintain confidentiality of information provided to the Bankstown Airport CACG or discussed at meetings, as required;
- Disseminate non-confidential information from Bankstown CACG meetings to relevant stakeholders; and
- Bring to the Bankstown Airport CACG's attention matters that may have an impact on airport operations or airport-related developments that may have an impact on the community.

7. Confidentiality and conflicts of interest

To facilitate open and free discussion within meetings, members are encouraged to participate in discussions and to table and discuss reports and issues, as required.

Members must respect requests that specific information at meetings is confidential and not to be discussed outside the meeting, including commercial-in-confidence issues, aviation security issues or privacy issues.

Members must declare relevant conflicts of interest at the start of each meeting and absent themselves from the meeting while relevant items are being discussed.

8. Media

Media inquiries about the Bankstown Airport CACG should be referred to the Chair. Only AMG or the Chair may discuss any aspect of the Bankstown Airport CACG or its meetings with the media.

No other member may make public comments, including on social media, on behalf of the Bankstown Airport CACG.

9. Review of the Terms of Reference

These Terms of Reference will be reviewed every three years by AMG, in consultation with members.

A copy of these Terms of Reference will be published on the AMG website.