

CAMDEN AIRPORT COMMUNITY AVIATION CONSULTATION GROUP

TERMS OF REFERENCE

1. Introduction

Camden 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 Camden Airport CACG provides a forum for engagement and consultation on operations and developments at the airport.

2. Purpose and functions

- Provide an advisory forum for the exchange of information and views on matters relating to Camden Airport 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 elected representatives for electorates that include Camden Airport
- Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts
- Airservices Australia
- Civil Aviation Safety Authority
- State authorities as required, such as the Department of Planning and Environment and Transport for NSW
- Camden Council
- AMG
- Camden Airport customers
- Local tourism bodies or business groups
- Local community members, with preference given to those living in the local area and with strong community links.

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 Camden Airport CACG.

4. Chair and Secretariat

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

AMG will provide secretarial support as required.

5. Meetings

Meetings are held at least two times a year at or near Camden 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 Camden 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 Camden Airport CACG or discussed at meetings, as required;
- Disseminate non-confidential information from Camden Airport CACG meetings to relevant stakeholders; and
- Bring to the attention of the Camden Airport CACG matters that may have an impact on airport precinct 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 Camden Airport CACG should be referred to the Chair. Only AMG or the Chair may discuss any aspect of the Camden Airport CACG or its meetings with the media, without prior approval by AMG and the Chair.

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