



**Sunshine
Coast
Airport**

Terms of Reference

**Sunshine Coast Airport Community Aviation
Forum (SCACAF)**

Last updated: 21 March 2025

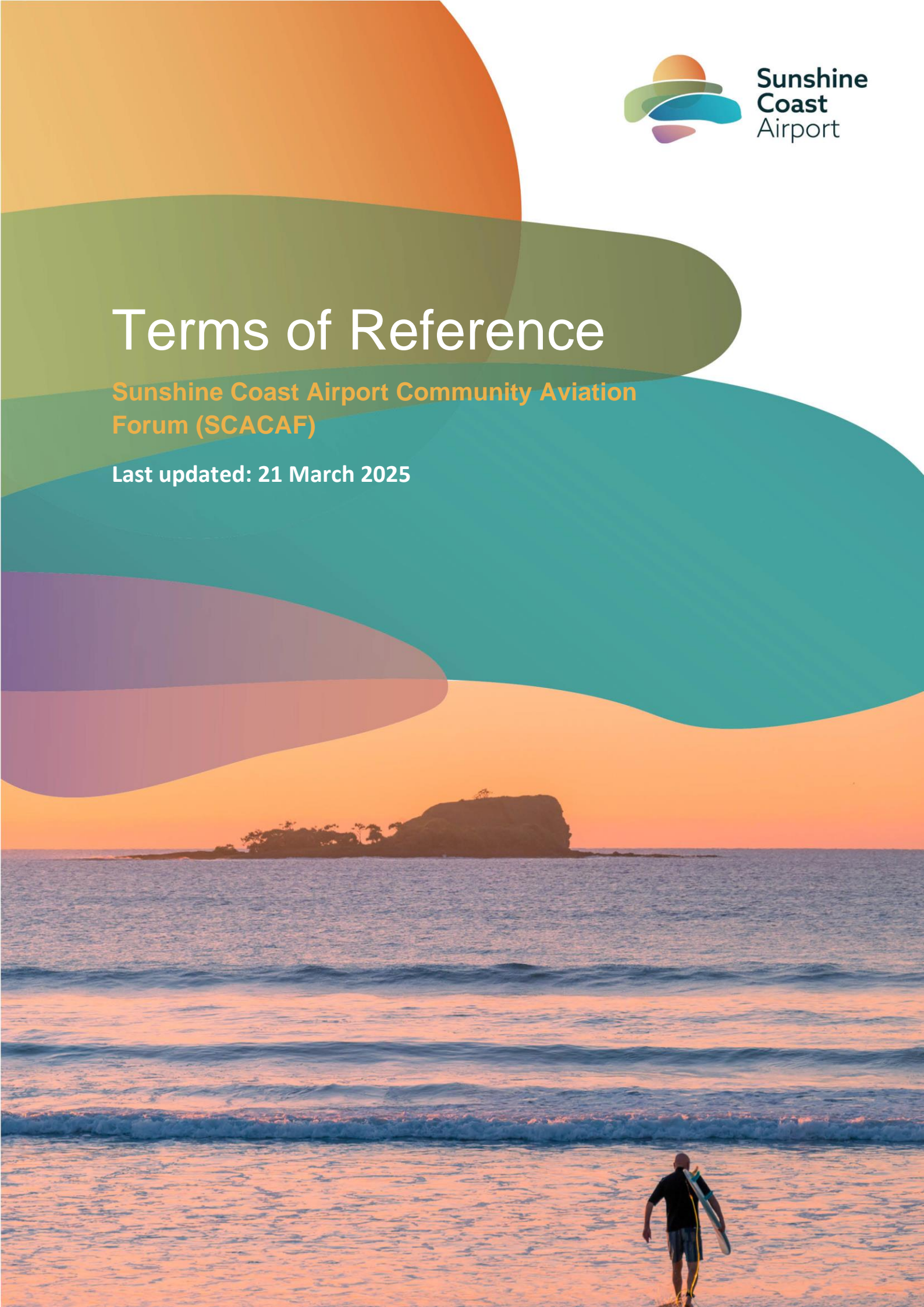


Table of Contents

1. Purpose	2
2. Chairperson	2
3. Membership	3
3.1 Secretariat Role	3
3.2 Role of Airport Management	4
4. Meetings	4
5. Appointments	4
6. Scope of Powers	4
7. Substitute	4
8. Record of meetings	5
9. Review of ToR	5
10. Code of Conduct	5

1. Purpose

The purpose of the Sunshine Coast Airport Community and Aviation Forum (SCACAF) is to provide members with an opportunity to represent their communities of interest, express community views, and communicate concerns so they can be acknowledged and considered by Sunshine Coast Airport.

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 – including the SCA PDA Development Scheme
- 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 propose one or more 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:

- make sure the input of the full membership is sought as to agenda items
- provide leadership to the forum, including providing guidance to members as required.
- make sure 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, the Chair will consider the circumstances and subject to such consideration and any alternative approach deemed appropriate by the Chair, 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.

Expansion of membership will be at the discretion of the Chair and SCA management. Where appropriate, the Chair and SCA will seek feedback from existing CAF members on suitable community groups and organisations.

3.1 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 and meeting minutes. Every effort will be made to make sure that meeting minutes will be published no later than 30 business days following CAF meeting, and the agenda will be distributed five business days before the next CAF meeting
- make sure 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.

3.2 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.

4. 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.

Members may provide suggestions to the Chair for agenda items for the next meeting and these should be provided 14 days before the meeting. Matters can also be raised by members in the general business section of the 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 in consultation with SCA Management.

5. 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 or replacement 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.

6. Scope of Powers

The SCACAF is for consultation purposes only and is not a body that can impose its decisions on the airport or any other party. It may make recommendations about its operations and its own actions as such an action list will be maintained to record actions that the SCACAF decides on. The SCACAF will focus on current activities and future developments.

7. 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 circumstance, to make sure 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.

8. 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. SCA will publish the meeting minutes on the airport website once they are endorsed by the SCACAF at the following CAF meeting.

9. Review of ToR

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

10. Code of Conduct

All members of the SCACAF must adhere to the below code of conduct:

- Attend CAF meetings or provide an apology in advance if you cannot attend. If a member fails to attend, tender an apology or nominate a substitute for two (2) successive meetings you will be assumed to have resigned from the SCACAF and will no longer be a member or eligible to attend (subject to the Chair's discretion).
- To the best of their ability, share authorised information with the people they represent; and provide insight and feedback on their views on SCA development, aircraft noise, environmental issues, ground transport and access, and airport facilities.
- To the best of their ability, obtain and represent the views of the broader community even if they are different from their personal views.
- Be open and available to community members who wish to provide their thoughts and comments on the issues and concerns pertaining to items listed in the ToR.
- Participate in a positive way to finding solutions to issues or concerns.
- Treat industry advisers and government representatives with respect.
- Respect that, while information sharing and discussion is the cornerstone of SCACAF, it is important to allow meetings to run to appropriate timeframes and to adhere to agendas.
- Respect the ideas and beliefs of SCACAF members and invited guests, and refrain from any discriminatory conduct or negative/disruptive behaviour.
- Contribute to an atmosphere where all members feel comfortable to participate.

Should any member breach this Code of Conduct, the Independent Chair may ask them to step down and a nominated representative take their place. This is at the discretion of the Chair.

Members are asked to sign a copy of this document to acknowledge its content.

Name:	Date
Name of community group:	
Signature:	

Review date of this version – 21 March 2025