Sydney Airport Community Forum

Terms of Reference

September 2026

Table of Contents

Table of Contents 1

Introduction 2

Purpose 2

Responsibilities 2

Meeting Procedures 3

Role of the Chair 3

Member responsibilities 4

Responsibilities of All Members 4

Community Representative Responsibilities 4

Confidentiality and dissemination of information 4

Secretariat Roles and Responsibilities 5

Secretariat Role 5

Correspondence 5

Meeting administration 5

Expenses 6

Membership 6

Advisors – the department and Airservices Australia 6

Representatives of Sydney Airport Corporation Limited and Airline Industry members 6

Community Representatives 6

Appointment of Community Representatives 7

Remuneration 7

Code of Conduct 7

Non-member attendance at meetings 7

Membership of the Sydney Airport Community Forum 8

Appendix A – Code of Conduct 10

Document Control 11

Introduction

The Sydney Airport Community Forum (SACF) was established in 1996 to provide advice to the Australian Government, the operator of Sydney (Kingsford-Smith) Airport (Sydney Airport) and aviation authorities on the abatement of aircraft noise and related environmental issues at Sydney Airport.

The primary role of SACF is to provide advice to the relevant federal minister on the abatement of aircraft noise and related environmental issues at Sydney Airport. It is the main body for community consultation on the Sydney Airport Long Term Operating Plan (LTOP).

These Terms of Reference govern the operation of SACF.

Purpose

The purpose of these Terms of Reference is to establish a common understanding and statement of intent to work collaboratively to fulfil SACF's role.

Responsibilities

The role of SACF is to act as a Forum for:

1. Discussion between affected communities, elected representatives, industry and government, for the purpose of providing advice to the Minister responsible for the *Airports Act 1996* (currently the Minister for Infrastructure, Transport, Regional Development and Local Government), Sydney Airport Corporation Limited (SACL) and aviation authorities on the abatement of aircraft noise and related environmental issues at Sydney Airport - in particular it is the main body for consultation on the Long Term Operating Plan for the Airport.
2. To serve as the primary community advisory body to aviation authorities regarding Sydney Airport, providing structured input through the Implementation and Monitoring Committee (IMC). The Forum will act as the principal consultative mechanism prior to broader community engagement, ensuring key issues are identified, tested and refined before wider public consultation.

Meeting Procedures

- SACF will meet up to 4 times a year, noting that under the caretaker conventions it cannot meet during the period between the announcement of a federal election and the date of the election, as well as any period where the role of chair is vacant (whether following a federal election or otherwise).
- Sub-Committees may be established as required to report to the main body.
- The Minister responsible for the *Airports Act 1996* and the *Sydney Airport Curfew Act 1995* (the Minister) will nominate the Chair.
- The Minister, in consultation with the Chair, will determine the number of members and the scope of membership for the Forum. The Forum will have a broad representation of communities affected by airport operations, their elected representatives, and peak bodies representing aviation users of Sydney Airport.
- The Chair is responsible for the appointment of community representatives and will consult with the Minister, as appropriate.
- Secretariat support services will be provided by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the Department).
- The Chair can make representations on behalf of SACF regarding noise and environmental impacts caused by Sydney Airport operations only, however members are welcome to abstain or disagree, and any abstention or disagreement will be noted in any representation made.

Role of the Chair

The Chair:

- Appoints community representatives to the Forum, in consultation with the Minister, as appropriate
- Ensures SACF is operating in accordance with these Terms of Reference
- Determines a forward meeting schedule for SACF
- Approves meeting agendas prior to distribution
- Chairs each meeting and:
    - Ensures any conflicts of interests of SACF members, the Chair or invited attendees are declared and documented at the beginning of each meeting
    - Facilitates discussion and participation by all members
    - Ensures adequate discussion time is devoted to issues of significance
    - Ensures unanticipated items of business can be discussed
    - Maintains the proper, courteous and respectful conduct of SACF
    - Approves the summary of discussion prior to publication and ensures a record of attendance and action items are maintained
    - Facilitates effective follow-up of action items.

In consultation with members, the Chair may also provide ad hoc advice to government from a community perspective.

Member responsibilities

Responsibilities of All Members

- Members (or their alternatives) will regularly attend meetings.
- Members should regularly consult within the communities and organisations they represent to ensure that views and input they provide represents a broad diversity of perspectives.
- Members should proactively identify and raise issues, queries and submissions from their local communities that are relevant to the work of SACF, and list any such matters for discussion by the Forum where appropriate.
- Any agenda items or correspondence that members would like distributed must be received by the Secretariat no later than 10 business days before a meeting.
- All SACF members (and their alternatives and proxies) commit to conducting themselves during meetings and in connection with their responsibilities as members, in a manner that maintains the efficient functioning and upholds the good public reputation of SACF. The Chair may refuse to accept the nomination of a person as a proxy for future meetings if that person has not upheld this provision.
- Members will restrict issues and debates to matters that are within the remit of SACF.
- SACF members will ensure they disseminate relevant information and resources from SACF meetings to the community or their organisations in a timely manner and bring back issues raised by their community or organisation to subsequent meetings.

Community Representative Responsibilities

- As Community Representatives are selected for their ability and willingness to represent their communities, and their contribution is critical for SACF fulfilling its defined role, they have a particular responsibility to attend meetings.
- Where a community representative is unable to attend meetings or otherwise fulfil their responsibilities, they must notify the Chair as soon as practicable.
  If, in the Chair's view, a community representative's ongoing inability to attend meetings or fulfil their responsibilities is impacting the Forum's ability to adequately represent the affected community, the Chair may request that the community representative step down and may select a replacement in accordance with these Terms of Reference.

Confidentiality and dissemination of information

To support clarity regarding public dissemination of information, the Chair will determine which meeting materials or information may be shared publicly. Where relevant, the Chair may indicate during or following a meeting which documents, presentations or discussion summaries may be disseminated by members.

Members must not publicly disseminate SACF information unless it has been identified by the Chair as suitable for public release or is otherwise published on the SACF website.

Secretariat Roles and Responsibilities

Secretariat Role

- Administrative support to the Chair in preparation of correspondence, organising the meeting venue and preparing a draft agenda
- Notification of meetings to members and participants
- Preparation of records of meetings
- Administrative support to Chair during meetings
- Maintenance of the SACF website, including publication of materials and correspondence management.

The Secretariat is not responsible for the preparation of submissions to government by SACF, as this may be perceived as a conflict of interest.

Correspondence

- The Secretariat will forward all key, relevant pieces of correspondence and material on to members as they are received.
- The Secretariat will not respond to general complaints about aircraft noise, which should be addressed to the Noise Complaints and Information Service in the first instance.
- Correspondence received on matters that do not relate to the function of SACF (for example, complaints about Sydney Airport passenger terminal amenities) will not be forwarded or responded to by the Secretariat.
- The Secretariat will circulate any relevant media releases from the Minister relating to Sydney Airport to members.
- The Secretariat will compile items received by the submission deadline and distribute a correspondence package to members no later than 7 business days prior to the meeting.

Meeting administration

- Any agenda items or correspondence for inclusion in meeting papers must be provided to the Secretariat no later than 10 business days before the meeting.
- A correspondence and meeting papers pack will be distributed to members no later than 7 business days prior to the meeting.
- The agenda will be placed on the SACF website at least one day prior to the meeting.
- An action items log will be distributed to members as part of the meeting pack.
- A meeting summary record will be provided to members within 10 business days of the meeting and any comments, changes or agreement by members must be provided to the Secretariat within 10 business days of receiving the summary record.
- Following approval of the corrected summary record by the Chair, the meeting summary record will be released on the SACF website and members will be notified via email.
- The meeting summary record will be noted at the next meeting.

Expenses

The department will meet the costs of meetings (ie venue hire and equipment). Members are not remunerated for their time or expenses associated with attending meetings.

Membership

Membership includes representatives from local, state and federal governments, the airline industry, the airport operator (SACL) and community areas surrounding Sydney Airport.

Sitting members of federal and state electorates and Mayors of local councils impacted by the operations of Sydney Airport are members of SACF by virtue of their position, and may nominate an alternative to attend SACF meetings on their behalf.

Due to the need to have a unified voice for each local council on SACF, representation is not extended to individual Councillors, as they should seek representation of their views through their Mayor. Individual councillors can request to attend as non-participating observers.

The Chair is responsible for the appointment and reappointment of community representatives. In making appointments, the Chair will consult with the Minister, as appropriate.

Community representatives unable to attend a particular meeting can request permission from the Chair through the Secretariat to send a proxy in their place on a temporary, case-by-case basis. This provision is only to be used for infrequent and unexpected absences to ensure the Forum remains effective and appropriate representation is achieved.

The Minister appoints the Chair. The Minister may appoint a previously serving Chair for additional terms. The Minister may also appoint a Chair for a fixed period of less than 3 years or until the next general election, whichever comes first.

Advisors – the department and Airservices Australia

Representatives of the department and Airservices Australia will attend meetings in an advisory capacity and will report on standing agenda items and any action items that have been assigned to them.

Representatives of Sydney Airport Corporation Limited and Airline Industry members

Representatives of SACL and the airline industry remain members for as long as they remain appointed by their respective organisations, and do not have term limits.

Community Representatives

A community representative's term is for a period determined by the Chair, ordinarily not exceeding 2 years from the date of appointment, excluding any period during which the Chair position is vacant.
A current or former community representative may only be reappointed for one additional term (to a total term not exceeding 4 years). Reappointment may be consecutive or non-consecutive. The intent of this is to ensure communities and their views are effectively represented.

Note: for the avoidance of doubt, current community representatives at the time of the implementation of these revised Terms of Reference may apply to be reappointed for one additional term regardless of the duration of their former service as community representatives.

Appointment of Community Representatives

In appointing community representatives, the Chair should be satisfied with the applicant's ability to effectively represent broad community interests to the Forum and contribute constructively to discussions. The Chair may also determine selection criteria and desirable attributes for applicants to best support the role of SACF.

The Chair must have regard to the balance of representation on SACF in relation to factors including, but not limited to, gender parity, geographical representation, and the skills and expertise mix across SACF. For example, SACF could draw together skills and experience in: aviation, aviation noise, planning, environmental health, dispute resolution, public policy, stakeholder engagement or consultation, and/or scientific/data analysis.

Where the number of membership nominations received is less than the number of community representative vacancies, the Chair may nominate additional members, giving consideration to the advertised selection criteria and the matters they should have regard to in balancing SACF.

The Chair may choose to directly reappoint a community representative for a second term if, in the Chair's view, the representative has been effective in their role, and reappointing the community representative would satisfy the matters to which the Chair should have regard.

Remuneration

Members will not be remunerated by the Australian Government for their participation in SACF.

Code of Conduct

To ensure the smooth and respectful operation of SACF, all members are required to sign and abide by the Code of Conduct at **Appendix A**. The Chair may ask members who do not abide by the Code of Conduct to step down.

Non-member attendance at meetings

Members of the public who are not members may attend as observers, however they cannot speak, use online communication functions, or otherwise disrupt the meeting. Any request to attend as an observer must be received by the Chair via the Secretariat not less than 10 working days before the scheduled date of the meeting, and the Chair must approve or reject the request not less than 5 working days before the meeting.

Membership of the Sydney Airport Community Forum

Role	Area Represented
Chair	A Federal Member of Parliament from the below electorates appointed by the Minister
Member	Federal Electorate of Barton
Member	Federal Electorate of Sydney
Member	Federal Electorate of Watson
Member	Federal Electorate of Warringah
Member	Federal Electorate of Grayndler
Member	Federal Electorate of Bradfield
Member	Federal Electorate of Wentworth
Member	Federal Electorate of Bennelong
Member	Federal Electorate of Reid
Member	Federal Electorate of Kingsford Smith
Member	Federal Electorate of Cook
Member	State Electorate of Heffron
Member	State Electorate of Summer Hill
Member	Bayside Council
Member	Sutherland Shire Local Council
Member	Inner West Council
Member	Randwick City Council
Member	Sydney Airport Corporation Limited
Member	Domestic Airline Industry
Member	International Airline Industry
Community representative	Affected communities to the North of Sydney (Kingsford-Smith) Airport

Role	Area Represented
Community representative	Affected communities to the South of Sydney (Kingsford-Smith) Airport
Community representative	Affected communities to the East of Sydney (Kingsford-Smith) Airport
Community representative	Affected communities to the West of Sydney (Kingsford-Smith) Airport

Appendix A – Code of Conduct

This Code of Conduct outlines rules and responsibilities for all members. It should be read in conjunction with the Terms of Reference, which outline the purpose, composition and functions of SACF.

All members must sign this agreement to abide by the Code before participating in any SACF activities.

CODE OF CONDUCT

As a Member of the Sydney Airport Community Forum, I agree to:

- Comply with the Terms of Reference of SACF.
- Notify the Chair of any potential conflicts of interest that may arise, in accordance with the Australian Public Service Commission's guidance at: https://www.apsc.gov.au/publication/aps-values-and-code-conduct-practice/section-5-conflict-interest
- Attend SACF meetings or provide an apology in advance where attendance is not possible, and notify the Chair where an inability to attend meetings or fulfil responsibilities may affect the effective representation of the community.
- Focus my contributions to issues that are within SACF's area of responsibility only.
- To the best of my ability, share authorised information with the people I represent; and provide insight and feedback on their views on the operation of the Sydney Airport Long Term Operating Plan.
- To the best of my ability, obtain and represent the views of the broader community even if they are different to my own.
- Be open and available to community members who wish to provide their thoughts and comments on the Sydney Airport Long Term Operating Plan and its implementation.
- 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 SACF, it is important to allow meetings to run to appropriate timeframes and to adhere to agendas.
- Respect the ideas and beliefs of other SACF members and invited guests.
- Contribute to an atmosphere where all members feel comfortable to participate.
- Maintain confidentiality of information provided, as directed by the Chair.
- Not speak on behalf of or claim to represent SACF without prior written approval from the Chair.
- Not post images on social media of, or otherwise publish, information provided to me at SACF meetings, unless approved by the Chair. Publication of images of meeting participants is not permitted.
- I understand that if I breach the Code of Conduct, the Chair may ask me to step down; and if I represent an organisation, it may be requested to nominate a replacement.

Name:	Date

Document Control

Refer to the following table for the approver and latest version of this document.

Version	Release date	Approver	Reason for update
1.0	September 2026	Minister Catherine King	Revised Terms of Reference