



Australian Government
Department of Infrastructure and Transport

Planning Coordination Forums Guidelines

National Aviation Policy White Paper



Issued - February 2011

1 INTRODUCTION

These Guidelines are provided for those establishing, running and participating in Planning Coordination Forums.

Planning Coordination Forums are a mechanism to foster high level strategic discussions between the airport, and Commonwealth, state/territory and local government representatives to improve the coordination of planning for the airport site and surrounding areas.

The Government requires all major capital city leased airports to establish and maintain a Planning Coordination Forum. Other airports are encouraged to adopt this model as well.

2 ROLE AND PURPOSE

The purpose of Planning Coordination Forums is to develop ongoing strategic partnerships between airport operators and Commonwealth, state/territory and local authorities. Planning Coordination Forums will allow airport and government representatives to discuss issues and exchange information on airport planning and operations and on the implications for the airport of development in the surrounding areas. Specific issues may include:

- consistency of on airport land planning schemes with relevant urban and regional planning schemes (particularly as the leased airports have a statutory obligation to address and justify any planning inconsistencies in their master plans);
- steps being taken to develop or implement the airport's master plan;
- ground transport issues including connections of on and off airport transport networks (for which detailed planning in airport master plans is also a legislative requirement);
- environmental issues arising from airport development and operations;
- on airport commercial developments and their off airport impacts;
- measures to address the impacts of airport operations, including aircraft noise;
- land use planning and development issues in the vicinity of the airport, including planning measures to safeguard airport operations; and
- government briefings on regulatory and policy developments.

3 TERMS OF REFERENCE

Terms of reference should be agreed and adopted by each Planning Coordination Forum, and should be subject to periodic review as appropriate. Airports are of widely varying scale and circumstances, are subject to differing local and regional planning considerations, and have different development and operational plans. Each airport should implement the most effective arrangements for its circumstances. The Planning Coordination Forum is not a decision-making, dispute resolution or approvals body. It will have no formal power to direct any Forum member.

4 COMPOSITION AND BUSINESS

CHAIR

As the Planning Coordination Forum is intended to be a two-way exchange of information and feedback between the airport operator and planning authorities, the business of the forum could be managed under a co-chair or rotating chair arrangement. It is the role of the chair or co-chairs to facilitate discussion in a spirit of partnership and coordination.

MEMBERSHIP

Participants in the Planning Coordination Forum can be nominated by the airport and the relevant off-airport planning authorities. The latter may have responsibility for land use planning, environmental management, transport planning, economic strategy and other relevant fields within the Commonwealth, state or territory governments and local councils. This may include relevant statutory authorities such as Airservices Australia. Planning Coordination Forums will function most effectively with high level executive involvement from members. Ideally participants will be sufficiently senior to speak for their organisation. The Commonwealth will be represented at a senior level at all Planning Coordination Forum meetings.

Planning Coordination Forums are not intended to be community bodies. The Commonwealth expects airports to establish Community Aviation Consultation Groups to provide for effective community consultation.

SECRETARIAT

It is the responsibility of the airport operator to ensure that adequate secretariat arrangements are in place, whether these are provided by the airport itself or by a third party. The duties of the secretariat may include:

- preparing, seeking comment on and distributing terms of reference, agendas and meeting records to the members of the Planning Coordination Forum in a timely, effective and reasonable manner;
- ensuring that members are notified of meetings in a timely way; and
- supporting the activities of the chair or co-chairs, as required.

FREQUENCY OF MEETINGS

Planning Coordination Forum members should decide the frequency of meetings. Formal meetings can be supported by an ongoing dialogue between members. Working groups can be established to progress issues outside of formal meetings.

5 FURTHER INFORMATION

For further information on these guidelines, or other issues relating to the Federal leased airports, please contact the Department of Infrastructure and Transport on (02) 6274 7111 or www.infrastructure.gov.au