

# TERMS OF REFERENCE January 2021

## AVIATION POLICY GROUP (APG)

Chair	The Secretary of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.
Membership	<p>APG comprises:</p> <ul style="list-style-type: none"> <li>• A maximum of three representatives from each Commonwealth agency with relevant decision-making power, including the Agency Heads of CASA, AA and Chief of Air Force.</li> </ul> <p>Commonwealth agencies participating:</p> <ul style="list-style-type: none"> <li>• Department of Infrastructure, Transport, Regional Development, Communications and the Arts;</li> <li>• Department of Defence;</li> <li>• Civil Aviation Safety Authority; and</li> <li>• Airservices Australia.</li> </ul> <p>By invitation:</p> <ul style="list-style-type: none"> <li>• Australian Transport Safety Bureau</li> <li>• Australian Space Agency</li> <li>• Department of Home Affairs</li> </ul>
Responsibilities	<p>To enable cooperation and coordination across the four Commonwealth Government agencies responsible for aviation policy, regulation and service provision. With particular focus on:</p> <ul style="list-style-type: none"> <li>• sharing and discussing advice on civil and military aviation-related issues to assist in coordinated and cooperative action by Government agencies on these issues including those covered in the Minister's Statement of Expectations to Airservices Australia and the Civil Aviation Safety Authority;</li> <li>• guiding the development, review and updating of Australia's Aviation State Safety Program and consider other International Civil Aviation Organization (ICAO) issues; and</li> <li>• assisting the development and implementation of a strategic and coordinated approach to Australian air traffic management policy and planning.</li> </ul> <p>Individual agency authority or accountability for legislative, regulatory and service provision roles remains with the relevant agency. Each agency reports their activities through established legislative and governance requirements to their relevant Ministers and Boards.</p>
Operations	The APG will meet face-to-face at least three times a year, with additional meetings as required at the discretion of the Chair. Additional work may be conducted out-of-session.
Support	<p>APG delivers the work program and will task the Aviation Implementation Group (AIG) on an as needed basis. The AIG will:</p> <ul style="list-style-type: none"> <li>• Act as a clearing house for technical matters: progress and resolve issues that did not need to be escalated to APG; and</li> <li>• Identify and 'work up' issues that need to be escalated to APG for strategic consideration. These can be at the direction of APG or come from AIG considerations.</li> </ul>