



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

Australian Jet Zero Council

Terms of Reference

August 2023

Overview

The Australian Jet Zero Council brings together a cross-section of senior stakeholders from across the aviation sector and its supply chains to inform the design of policy settings to encourage emissions reduction in the aviation industry, provide senior industry leadership, and to work with industry to promote, mobilise and galvanise industry efforts to decarbonise aviation.

Context

Australian aviation is critical to our nation's way of life, as it connects families, friends and communities with each other, links businesses to markets, and underpins economically vital industries such as tourism.

Australia has committed to achieve net zero emissions by 2050, and to reducing greenhouse gas emissions by 43% below 2005 levels by 2030.

In 2018-19, domestic aviation accounted for 1.6% of Australia's total emissions. The projected growth of the industry and the technological challenges to decarbonising mean that it remains a high priority in plans to reach net zero.

Industry leadership, initiative and collaboration will be a fundamental driver of the aviation sector's transition to net zero, and the Australian Government is determined to work with industry to ensure a strong and sustainable aviation sector that supports emissions reduction targets on the path to net zero by 2050, while growing jobs and innovation.

Chaired by the Minister for Infrastructure, Transport, Regional Development and Local Government (the Minister), the council brings together a small cross-section of senior stakeholders from across the Australian aviation sector and its supply chains to work with industry and advise the Government on issues related to the aviation industry's transition to net zero emissions.

The council is also intended to galvanise industry action to reach net zero. Council members are expected to proactively engage with other stakeholders to ensure broad perspectives inform council deliberations.

The council is technology agnostic, and will consider the full range of activities and technologies in aviation that will contribute to reducing emissions over the short, medium and long term. However, noting that the development of sustainable aviation fuels (SAF) has been identified internationally as a key component for achieving net zero emissions, the council's activities will necessarily include a strong focus on SAF, including consideration of the challenges and opportunities in establishing a domestic SAF supply industry.

The council's work will complement and inform – not duplicate – existing Australian Government processes relevant to SAF and emerging technology, such as the Aviation White Paper and the Government's broader energy agenda.

While the council brings together a cross-section of key decision makers from across the supply chain, it is not of itself a decision-making body.

Council objectives

The council's objectives are to:

1. Provide senior industry leadership on efforts to achieve net zero aviation in Australia;
2. Provide coordinated advice to the Australian Government, through the Minister for Infrastructure, Transport, Regional Development and Local Government, on policy and regulatory issues related to facilitating the aviation industry's transition to net zero. This could cover issues including, but not limited to:
 - a. the development of a sustainable aviation fuel industry (e.g. production, refining, transport and logistics capabilities) and other net zero capabilities that will create Australian jobs, having regard to Australia's competitive advantages and commercial feasibility considerations;
 - b. other measures that will reduce aviation emissions at least cost to industry, government and consumers, having regard to competitive neutrality considerations; and
 - c. measures to enhance Australia's aviation fuel security supply chains;
3. Promote, mobilise and galvanise industry efforts to decarbonise aviation.

Deliverables

The council's key deliverables are to:

1. Establish and implement a forward work plan to target the council's activities and provision of advice to Government;
2. Act as a key facilitator and coordinator between government, industry and the broader community to support education efforts, timely sharing of information and data and to promote appropriate collaboration on decarbonisation initiatives;
3. Promote and communicate better practice;
4. Promote and, where appropriate, support the coordination of industry efforts on the development and uptake of SAF and other clean aviation technologies, having regard to potential commercial sensitivities associated with these efforts.

Reporting

The council publishes annual communiques on its activities. In addition, meeting outcomes are made publicly available.

Membership

The Chair convenes the council and sets the council's Terms of Reference and membership – and membership of the council may change over time as its focus evolves.

Organisations selected for the council are:

Seat	Title/Organisation
Chair	Minister for Infrastructure, Transport, Regional Development and Local Government
Airline	Qantas Airways Regional Express Virgin Australia
Airport *	Brisbane Airport Corporation
Fuels	Australian Institute of Petroleum Sustainable Aviation Fuel Alliance of Australia and New Zealand
Major SAF Projects *	bp
Manufacturing	Airbus Boeing
Research and development	Commonwealth Scientific and Industrial Research Organisation
Finance and investment	Australian Renewable Energy Agency Clean Energy Finance Corporation
Regional	Regional Aviation Association of Australia
Defence	Department of Defence

* indicates a rotating seat.

Appointment term

The term of each member will be set by the Chair, and may be for up to 24 months. A current or previous member may be appointed for additional terms. The membership of the council may be adjusted or expanded as the council's workplan evolves and in response to emerging industry developments.

Remuneration

Members will not be remunerated by the Government for their participation on the council.

Roles

Chair

In consultation with members, the Chair:

- Determines membership of the Australian Jet Zero Council;
- Ensures that the Australian Jet Zero Council operates in accordance with these Terms of Reference;
- Determines a forward meeting schedule;
- Approves meeting agendas prior to distribution;
- Approves the Australian Jet Zero Council's work plan; and
- Chairs each meeting and:
 - ensures any conflicts of interests of members, the Chair or invited attendees are declared and documented at the beginning of each meeting;
 - leads and 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 the council; and
 - ensures a record of attendance, summary of the discussion and action items are maintained.

Members

Members have the following responsibilities:

- Attend meetings and participate in discussions;
- Regularly consult within their sector to ensure that wide-ranging views and perspectives are considered by the council;
- Present the interests and views of the sector in council discussions;
- Disseminate information gained at meetings back to their group or organisation and sector;
- Restrict issues and debates to matters that are within the agreed objectives of the council; and
- Respectfully accommodate the broad range of perspectives involved in the work of the council.

Secretariat

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) provides secretariat services to the council. The duties of the secretariat include:

- Liaison with the Chair;
- Notification of meetings to members and participants;
- Compilation and distribution of agendas and associated papers;
- Preparation of records of meetings;
- Administrative support to Chair during meetings; and
- Facilitates effective follow-up of action items.

Meeting procedures

The council is managed by the Minister as Chair, with secretariat support provided by the department. Meetings will be held according to a schedule set by the Chair, and at least twice a year. For each meeting an agenda and any required pre-reading documents will be provided to members by the secretariat not less than 5 working days before the meeting. Minutes of each meeting will be distributed to members within 7 working days of the meeting date for review.

Apologies

Apologies should be made through the Chair.

Substitute representatives

Any request for a substitute representative to attend must be made through the Chair and will be approved at the Chair's discretion.

Review

The Minister may review the council's operations and membership from time to time to ensure that it is operating effectively and meeting its objectives. The first review will occur no later than at the end of the first 24 months of operation.

Managing conflicts of interest

All council members will be required to complete a declaration of interest. In addition, each meeting will include a standing agenda item for members to disclose interests for any agenda items.

Declarations need to be revised and resubmitted whenever there is a change in personal circumstances and/or a change in work responsibilities that could involve a new real or apparent conflict of interest.

The secretariat will collect this information for the purposes of compliance with conflict of interest policies.

The secretariat will use this information to record declarations of any personal and other interests that could or could be seen to influence advice or decisions by members. This information is not routinely provided to parties external to the department.

Code of Conduct

To ensure smooth and respectful operation of council, all members are required to sign and abide by a Code of Conduct (see Attachment A). The Chair may ask members who do not abide by the Code of Conduct to step down.

Amendments to the Terms of Reference

The Chair may issue amendments to these Terms of Reference at any time, following consultation with members.

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 the council.

As a member of the Australian Jet Zero Council, you agree to:

- Comply with, and support, the Terms of Reference of the council.
- Notify the Chair of any potential conflict of interest that may arise and comply with conflict of interest policies.
- Attend council meetings or provide an apology in advance if you can't attend.
- You will focus your contributions to issues that are relevant to the council's objectives.
- To the best of your ability, obtain and represent the views of your sector even if they are different to your own.
- Participate in a positive way that contributes 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 the council, it is important to allow meetings to run to appropriate timeframes and to adhere to agendas.
- Respect the ideas and beliefs of council members and invited guests.
- Contribute to an atmosphere where all members feel comfortable to participate.
- Maintain confidentiality of any in-confidence information provided, as directed by the Chair.
- Not speak on behalf of or claim to represent the council without prior written approval from the Chair.
- You understand that if you breach the Code of Conduct, the Chair may request that your organisation nominate a replacement for you on the council.