

Terms of reference—General Aviation Advisory Network

Preamble

The Australian Government is committed to establishing a regular dialogue with the general aviation (GA) sector on industry issues and working towards achieving the common goal of a safe, growing and sustainable Australian GA sector.

Aim

The purpose of the General Aviation Advisory Network (the Network) is to:

- operate as a forum where industry representatives can identify opportunities to work collaboratively to respond to pressures facing the GA sector; and
- provide advice to the Minister for Infrastructure, Transport, Regional Development and Local Government (the Minister) on matters impacting on GA, particularly where existing consultative processes are not addressing the issue;

Membership and Governance

The Chair and Membership of the Network will be appointed upon invitation by the Minister.

Members will be drawn from a broad cross-section of the GA industry, with a focus on diversity of representation and experience.

Members will drive the Network's agenda and discussions, seeking to avoid duplicating the work of other aviation-related consultative forums and advisory groups while co-operating with those bodies when necessary.

Operating Protocols—General Aviation Advisory Network

Chair

1. The Network will be chaired by an industry member, appointed by the Minister.
2. Chairing arrangements should be reviewed every three years, or as necessary.

Membership

3. Membership of the Network is determined by, and on the invitation of, the Minister.
4. Members will be appointed for a term of three years. Upon expiry of a member's term, the Minister may exercise the right to reappoint the member for a subsequent three-year term.
5. Members of the Network are members in their own right based on their skills and experience in the aviation industry, rather than their affiliation to a particular organisation. Therefore, substituted attendance at meetings will not generally be appropriate.
6. However, should a member be unable to attend a meeting, then the Minister may invite another person to the meeting with similar expertise to the absent member.
7. Experts may be approached to participate in a Network meeting or provide advice to the Network from time to time on an as needed basis.
8. The Chair may extend standing invitations to relevant Government agencies to attend GAAN meetings on an ongoing basis in cases where the work of those agencies will assist in informing GAAN recommendations.
9. Officials from relevant Government agencies may attend meetings of the Network as required to inform discussions.

Meetings

10. The Chair will determine meeting frequency, of up to four meetings per annum.
11. Meetings will generally be held in Canberra, however meeting may be held outside of Canberra by agreement of members. Teleconference facilities will be provided for members who are unable to attend in person.
12. The Chair is responsible for approving the agenda for each meeting, following input from members. The Chair will be supported in their role, including preparation of an agenda, by the Secretariat.
13. The agenda will include issues of high-level strategic importance to the general aviation sector. The GAAN's work is to be driven by industry members.
14. The GAAN will consider all relevant policy papers released by Government for consultation and respond accordingly.
15. Members wishing to include an item on the agenda must prepare and circulate, through the Secretariat, an agenda paper ahead of the meeting.
16. Agenda papers must identify the issues and the outcome sought from the Network's discussions. Papers should also address issues and present relevant information, such as, inter alia, options, risks, timetables, financial implications, regulatory impacts, compliance costs, and implementation and consultation strategies.
17. Agenda papers should be provided through the Secretariat no less than two weeks before each meeting to allow sufficient time for members to consider the papers.

Referral of matters to other forums

18. Matters raised in the Network discussions may, at times, be more appropriately dealt with either in other consultative groups, or through direct discussion between a member and the relevant Department or agency of Government.
19. Such matters should be directed to the relevant forum.

Confidentiality

20. The Network is intended to be an opportunity for its members to engage in honest, open and constructive discussion and debate. As such, members should maintain appropriate confidentiality about the Network business and discussions.
21. Certain documents produced by the GAAN may, at the discretion of the Chair and with agreement of members, be shared publicly by GAAN members as a basis for engaging with the broader GA sector on matters of importance. These documents may also be published on the Department's website.

Governance Arrangements

Decision-making authority

22. The Network is an advisory body and does not have decision-making authority in its own right.

Reporting requirements

23. Record keeping will be undertaken by the Secretariat.
24. The Secretariat will prepare a draft record of outcomes after Network meetings. Members will have an opportunity to comment on the draft record before it is finalised by the Secretariat with the Chair.
25. The Secretariat will provide final meeting records of outcomes to the Minister and members.

Resourcing requirements

26. Members will be reimbursed for travel expenses incurred through their attendance at a GAAN meeting, within reason. This may include return airfares from a member's home airport, mileage reimbursements for members driving to GAAN meetings, and reasonable accommodation costs.

Secretariat

27. Secretariat support for the Network will be provided by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department).
28. The Department will also attend GAAN meetings as an observer.