**TERMS OF REFERENCE**

**AVIATION POLICY GROUP**

**Role**

The Aviation Policy Group (APG) role is to enhance cooperation and coordination across the four Commonwealth Government agencies responsible for aviation policy, regulation and service provision.

The APG provides a forum to:

* share and discuss 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;
* guide the development, review and updating of Australia’s Aviation State Safety Programme and consider other International Civil Aviation Organization (ICAO) issues; and
* assist in the development and implementation of a strategic and coordinated approach to Australian air traffic management policy and planning.

The APG does not exercise decision-making powers or otherwise take on the individual authority or accountability of its members.

The APG will consider items which involve significant policy, resource and coordination implications for agencies, and matters that require CEO resolution including those which are referred to APG by the Aviation Implementation Group (AIG).

Individual APG members are responsible for the performance of their respective legislative, regulatory and service provision roles. Each agency reports their activities through established legislative and governance requirements to their relevant Ministers and Boards.

**Participation**

The members of the Aviation Policy Group are:

* the Secretary of the Department of Infrastructure, Regional Development and Cities as Chair
* the Chief of the Royal Australian Air Force representing the Department of Defence
* the Director of Aviation Safety of the Civil Aviation Safety Authority
* the Chief Executive Officer of Airservices Australia.

Members may delegate their attendance at APG meetings to nominated agency alternates.

Other Government and industry representatives may be invited to participate in and address APG meetings from time to time, with the agreement of APG membership, including the Chief Commissioner of the Australian Transport Safety Bureau.

**Governance**

The secretariat to the APG will be provided by the Department of Infrastructure, Regional Development and Cities.

The APG will generally meet quarterly. The AIG will report quarterly to APG on its activities including providing advice on issues which AIG has been tasked to progress by APG amongst other things.

These terms of reference may be amended by the agreement of all APG members.