

Terms of Reference

AVIATION STATE ENGAGEMENT FORUM

The State Engagement Forum (SEF) is an engagement mechanism that enables the distribution of proposals where comment is sought on matters relating to airspace and procedures or other related matters within the Australian Flight Information Regions. The SEF is facilitated by the Civil Aviation Safety Authority (CASA) Stakeholder Engagement Division.

1. Purpose and objectives

The SEF enables the Australian aviation industry to consult on aviation matters relating to airspace and procedures of a regional and/or national importance. The objectives of the SEF:

- To provide a mechanism for civil and military airspace users, government and private aviation organisations, air navigation and communication service providers, and other stakeholders to consult on aviation matters, including airspace or procedures;
- For proponents to gain feedback so that advice, recommendations or comment to CASA and other stakeholders on policies, procedures and programmes relating to airspace or procedures, can be developed;
- Feedback will also enable proponents to conduct consultations for the formulation of airspace change requests (ACP), as required by the Office of Airspace Regulation (OAR);
- to provide a mechanism for airspace users and stakeholders to raise airspace or procedural issues and submit for discussion proposals for change;
- Enables locally based industry to have a say on aviation related matters particularly within their own geographic location;
- At the request of CASA or the convenor, the SEF enables the establishment of working groups to work on local matters or matters requiring specialist local knowledge.

2. Scope and Authority

The scope of proposals consulted on the website is based loosely on the former RAPAC scope. That is, consultations are to be on aviation matters relating to airspace and procedures of a regional and/or national importance. Examples of content which may be consulted using the website include, but are not limited to:

- Establishment/disestablishment of Prohibited/Restricted/Danger airspace
- Military exercises
- Rocket launching
- New aerodromes
- Communications and frequency nomination
- Changes to aeronautical information such as AIM products
- Airspace classification and structure
- Establishment of Broadcast areas
- Effects to airspace users due to major events
- Other matters as agreed with the secretariat and/or convenor
- Changes to meteorological products
- Special Procedures as a result of proposed Fly Neighbourly Advice

Matters out of scope include:

- Regulatory change proposal

- Matters relating to Aircraft Noise

The SEF does not have any binding powers or authority to impose outcomes. The outcomes of any consultation conducted through the SEF does not give effect to any SEF proposed changes. That is, a consultation will inform the relevant decision makers in determining final outcomes of a proposal. Those decision makers may include but are not limited to, CASA, the Office of Airspace Regulation, Airservices Australia, Department of Defence, Bureau of Meteorology or the owner/proponent of an issue or matter.

3. Participation and Roles

3.1. Participation

Participation in the SEF is open to stakeholders of the Australian aviation industry, associations and organisations, or independents. The intention of the SEF is to increase the reach of the former RAPAC membership so that a wider industry view on matters can be obtained for the purposes of improving overall outcomes.

3.2. Industry Convenor

At the commencement of the SEF in 2020, the former RAPAC convenor will continue in their role as SEF Convenor for 12 months. At the commencement of 2021 a review will occur to determine the role of the convenor. As with RAPAC, this role will be voluntary and is not remunerated.

The primary responsibility of the industry convenor is to represent industry and act on industry behalf without prejudice, to convene and chair any local meetings at the request of members, and to coordinate any group reply where appropriate.

Convenor contact details will be provided under each State on the SEF website.

The industry convenor may hold an industry-only meeting to discuss matters of general business raised by the group or that may require escalation with a relevant Government agency. The Convenor may also agree to establish working groups, from time to time, to investigate matters at the request of CASA.

3.3. Secretariat

The Secretariat function of the State Engagement Forum is managed by CASA's Manager Industry Relations or their delegate. The role of the Secretariat is to maintain this website and act as the conduit of the proponents' information rather than acting as moderator or censor, however a set of Consultation procedures have been formulated that all proponents and respondents are always required to observe.

One of the primary roles of the Secretariat is to operationalise the SEF website and to provide procedural advice on these matters to proponents and, where required, respondents.

The Secretariat (and CASA), takes no responsibility for the information provided by proponents or respondents.

The Secretariat always reserves the right to decline the publishing of any proposal.

The Secretariat will advise registered industry members by email of any new consultations published on the website.

4. Working Parties

The SEF may establish working parties to examine problems or proposals requiring specialist input, detailed analysis or specific local knowledge.

The industry convenor or Secretariat will provide each working party with Tasking Instructions and an expected time for its completion. The industry convenor or Secretariat will appoint the coordinator for the working party.

The working party shall report any proposals and/or recommendations to the Convenor. Dissenting views may be noted in the final report.

CASA secretariat support may be available to working parties.

5. Consultations

In keeping with best practice and alignment with consultation guidance provided by the Australian Governments' Office of Best Practice Regulation¹, industry members wishing to conduct consultations using the SEF website must adhere to the procedures set out on this website.

The proponent of a specific matter is responsible for ensuring that each consultation response is afforded appropriate levels of scrutiny and consideration in the formulation of an outcome. The outcome of any consultation performed using the SEF is the responsibility of the proponent. That is, CASA bears no responsibility for the proposal or outcomes of any given consultation other than those conducted by CASA.

The proponent of any consultation will provide the Outcomes from the resultant consultation to the Secretariat at the soonest opportunity so feedback can be provided to industry. This feedback would provide a brief summary of the quantum of feedback received, a high-level summary of feedback received and whether the proposal will go ahead, be modified or ceased. The Outcomes will be posted on the SEF website at the soonest opportunity by the Secretariat.

¹ https://www.pmc.gov.au/sites/default/files/publications/Australian_Government_Guide_to_Regulation.pdf