

# Aviation Council Terms of Reference

## Purpose

- 1 The Aviation Council (the Council) is established to provide a strategic, collaborative and focused forum for industry and government stakeholders. It aims to promote a coordinated, future-focused aviation sector that supports economic growth, safety, and sustainability.

## Context

- 2 Aviation is critically important to help grow New Zealand's economy by facilitating resilient global connections, tourism and trade.
- 3 In May 2023, the previous Government received the final report from the Air Navigation System Review (the Review). The Review made nine recommendations, with key recommendations relating to driving system leadership, direction, and performance. The Review proposed the establishment of an interim, and then permanent, aviation council. The Interim Aviation Council was established to develop the *Aviation Action Plan* (the Action Plan) and the Terms of Reference for the Aviation Council.

## Overview of the Council's role and functions

- 4 The Aviation Council enables government agencies and the aviation sector to work together on their strategic agenda to achieve the Council's ambition for aviation in New Zealand.
- 5 The Council's functions are to:
  - 5.1 provide a whole-of-system strategic perspective by drawing insights from across the sector on aviation matters of national significance, to promote economic growth, safety, and sustainability
  - 5.2 identify and advise on emerging issues for the sector, and on other actions that could help to achieve the Council's ambitions
  - 5.3 share its insights with the Minister responsible for aviation, policymakers and the sector itself
  - 5.4 foster collaboration and coordinated action across the aviation sector and government to address challenges for the sector, for the benefit of the sector and New Zealand
  - 5.5 implement Council-led actions in the Action Plan
  - 5.6 monitor the impact that the agreed actions are having on the aviation system, and report to the Minister every 12 months on progress
  - 5.7 advise on how best to progress any outstanding recommendations of the Review
  - 5.8 review and refresh the Aviation Action Plan every three years.

## **Membership**

- 6 The Council comprises a representative and balanced group of senior stakeholders from the aviation industry and relevant government agencies.
- 7 Appointed members of the Aviation Council:
  - Ruth Fairhall, Ministry of Transport (chair)
  - Kane Patena, Civil Aviation Authority
  - Air Vice-Marshal Darryn Webb, Air Force
  - Nora Burghart, Ministry of Business, Innovation and Employment
  - James Young, Airways New Zealand
  - Kiri Hannifin, Air New Zealand
  - Mary-Liz Tuck, Auckland Airport
  - Billie Moore, New Zealand Airports Association
  - Andrew McKeen, New Zealand Air Line Pilots' Association
  - Cath O'Brien, Board of Airline Representatives
  - Simon Wallace, Aviation Industry Association
  - Bob Henderson, New Zealand Aviation Federation
  - Phillip Stott, Kea Aerospace
  - Duane Emeny, Air Chathams
- 8 The Minister appoints the Council members, including the Chair, for an initial term of two years. The Council will be reviewed by the Minister after two years.
- 9 Membership is voluntary and unpaid.

## **Secretariat**

- 10 The Ministry of Transport will provide secretariat support, including meeting administration, agenda preparation, minute taking, and action tracking.

## **Commitments**

- 11 All members are expected to attend meetings. Substitutes are allowed, on an exceptional basis, with permission from the Chair.
- 12 All Council members are expected to:
  - 12.1 progress the Council-led actions in the Action Plan
  - 12.2 take a strategic, system-wide view, mindful of the Council's aims to benefit the wider aviation sector and New Zealand
  - 12.3 work in an inclusive manner where diverse voices of all members are listened to and heard equally in an environment of trust and respect, within which all members can safely share their views
  - 12.4 take collective responsibility for the actions of the Council, and stand behind the Council's work
  - 12.5 raise the range of views of the part of the sector they may belong to, even when they may not represent their own views

- 12.6 meet all necessary privacy, security and legal requirements, including but not limited to the requirements of the Official Information Act 1982 and the Privacy Act 2020
- 12.7 maintain and safeguard the confidentiality of information submitted to them or obtained in carrying out their role
- 12.8 declare any actual or perceived interests to the full Committee, so that the Committee can then determine whether or not the interest represents a conflict, and if so, what action will be taken.

13 The Council may invite other aviation sector participants, and other interested parties to contribute to particular work items, or (with the approval of the Chair) to attend meetings, as appropriate, to provide their perspectives or add value to discussions.

## **Working Groups**

- 14 The Council may establish working groups to implement actions and/or consider topics in more detail, and report back to the Council. For example, the Council may establish a working group on workforce issues. Working groups may include members from organisations not represented on the Council.
- 15 Members of working groups are bound by the conduct expectations outlined in the Council's Terms of Reference.

## **Communications**

- 16 The Council will engage effectively with aviation participants, supporting sectors, and the public as necessary to ensure transparency and collective buy-in. Unless otherwise agreed by the Council, Council members may communicate with the part of the sector they belong to, both to seek their views and inform them about the Council's work.
- 17 Only the Chair shall make public statements on behalf of the Council. All media requests for Council comment received shall be referred to the Secretariat. Members can express the views of their individual organisation in the public or the media at any time provided that these are not presented as the views of the Council.

## **Meetings**

- 18 Meetings will be hosted at the Ministry's Wellington office. In-person attendance is preferred, but virtual attendance will be enabled.
- 19 Meetings will be held every quarter. The exact timings of these meetings may be subject to change as agreed by the Council.
- 20 Members are expected to meet their own costs of attending meetings.

## **Review and Update**

- 21 The Terms of Reference will be reviewed and updated biennially. The next review is scheduled for September 2027.

**September 2025**