



The Australian Strategic Air Traffic Management Group (ASTRA) Charter

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Amended at the 26th ASTRA Council Meeting, 3 September 2015

The Australian Strategic Air Traffic Management Group (ASTRA)

ASTRA Secretariat

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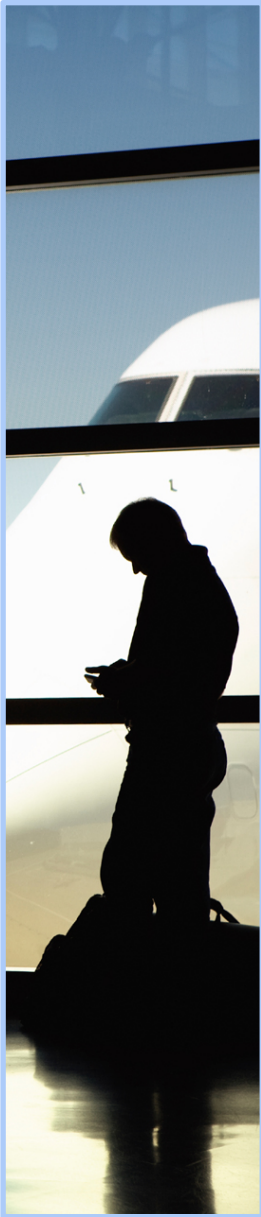
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Background

ASTRA, the Australian Strategic Air Traffic Management Group, was originally established in 1999 by a number of industry and government stakeholders to plan and coordinate the implementation of the future ATM system. It also provided a forum to encourage the implementation of strategies and initiatives derived from the Australian ATM Strategic Plan, which it (ASTRA) also produced in the absence of any other published national plan. While it performed well, and gained significant credibility within industry, it lacked any formally recognised access to government and the decision making process.

In its response to the report of the Aviation Safety Regulation Review the Government strongly encouraged aviation agencies and industry to work closely together to identify aviation safety risks and ensure that the best methods, practices and technologies are adopted to address these risks.

The Aviation Policy Group (APG) – comprising the heads of the Department of Infrastructure and Transport, CASA, Airservices Australia and the Royal Australian Air Force – facilitates interaction and mutual understanding between government agencies on safety issues, while in no way interfering or restricting the performance of these agencies respective roles.

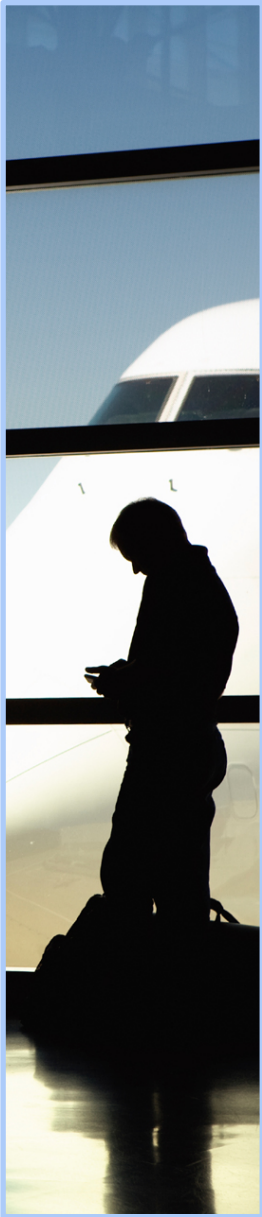
The Aviation Implementation Group (AIG) supports the APG in the implementation of cross agency strategies. This officials' Working Group is chaired by the Department of Infrastructure and Transport, which also provides secretariat services to both APG and AIG.

These groups seek advice from industry including ASTRA as it is a collaboration of aviation organisations well placed to coordinate industry advice to government on ATM planning and decision making.

There can be different views on air traffic management issues from major international and domestic airlines as compared with the general aviation sector. However, the benefits of having consistent, coordinated and timely advice through one body, ASTRA, rather than a piecemeal approach, will help the Government deliver strategic ATM policy directions and objectives.

This Charter aims to define the role, structure and necessary business rules to enable ASTRA to transition to and fulfil Government's and industry's expectations of it as a more formally constituted industry advisory group.





Terminology

For ASTRA purposes, certain terms have been ascribed specific meanings as follows:

Air Traffic Management

The term “Air Traffic Management” is defined as “the dynamic, integrated management of air traffic, airspace and supporting infrastructure — safely, economically and efficiently — through the provision of facilities and seamless services in collaboration with all parties.”

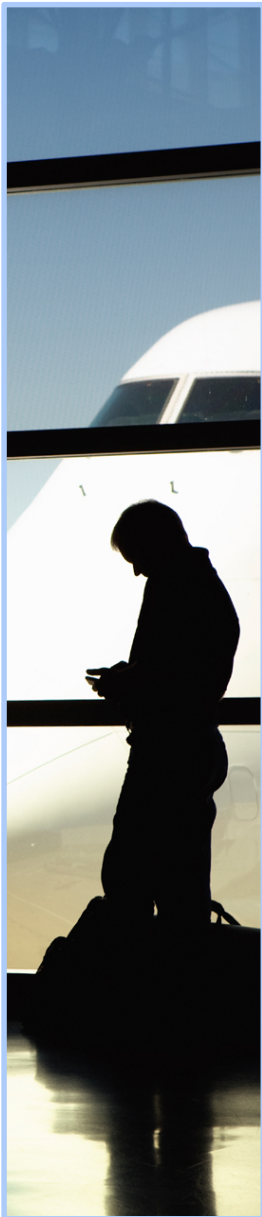
ATM includes all traffic in any airspace, as well as the infrastructure, people, procedures and technology involved in aircraft operations.

Industry

The term “industry” includes commercial, private and recreational sectors, airports and some Government owned participants such as Airservices Australia, the Australian Defence Force and the Bureau of Meteorology.

General Aviation

The term “General Aviation” for convenience includes operations in smaller aircraft whether regulated directly by CASA or by a self-administering organisation under CASA, and whether recreational, private, or commercial in nature.



ASTRA Role

The role of ASTRA is to:

- (1) develop whole-of-industry positions on the development, implementation and periodic review of air traffic management plans and related technologies and procedures,
- (2) assist with coordinating the activities of all stakeholders in the implementation of air traffic management plans, and
- (3) provide Government and industry with well-considered strategic industry advice on ATM related matters.

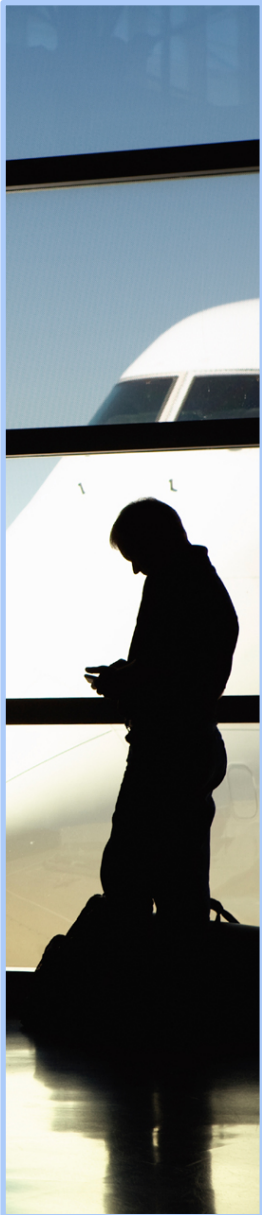
Guiding Principles

In developing its positions and providing its advice, ASTRA will:

- (1) take into account the views of all sections of the industry, including the ADF, commercial, private and recreational operators and service providers, while recognising that consensus may not always be possible due to the differing requirements of the different sectors of the industry,
- (2) make recommendations aimed at ensuring that Australia's ATM infrastructure meets the operational needs of all sectors of the aviation community,
- (3) ensure that its advice is consistent with Australia's commitment to the ICAO ATM planning directions for ATM including the Global Air Navigation Plan (GANP) and Global Aviation Safety Plan (GASP) and, where appropriate, approaches adopted by other leading aviation countries,
- (4) carefully consider the safety, efficiency and environmental benefits offered by each proposal including any cost impacts on industry, and
- (5) carefully consider industry's capacity to absorb change.

Where ASTRA adopts positions which have the potential for significant change or cost to the industry, or which have the potential for significant detriment to individual sectors, then those decisions are to be referred back to member organisations for their formal concurrence, notwithstanding that the Council is comprised of representatives of each member.





Tasks

To fulfil its role, ASTRA will aim to:

- (1) provide a forum for coordinating integrated ATM planning, development and implementation effort, and for the continuing education of all ATM stakeholders on ATM related developments,
- (2) develop a whole of industry view of what Australia's air traffic communications, navigation and surveillance systems should be capable of achieving in the short, medium and long term, and identify key milestones and objectives,
- (3) identify how best to incorporate and coordinate the adoption, where appropriate, of new and emerging technologies,
- (4) identify the required policy, service, regulatory and procedural changes needed to implement initiatives
- (5) review and make recommendations regarding continuing investment in, maintenance, or disposal of, key air traffic infrastructure, including facilities and both ground-based and airborne equipment,
- (6) identify any research and development necessary to support various activities or decision making,
- (7) regularly review and make recommendations for the updating of air traffic management plans.

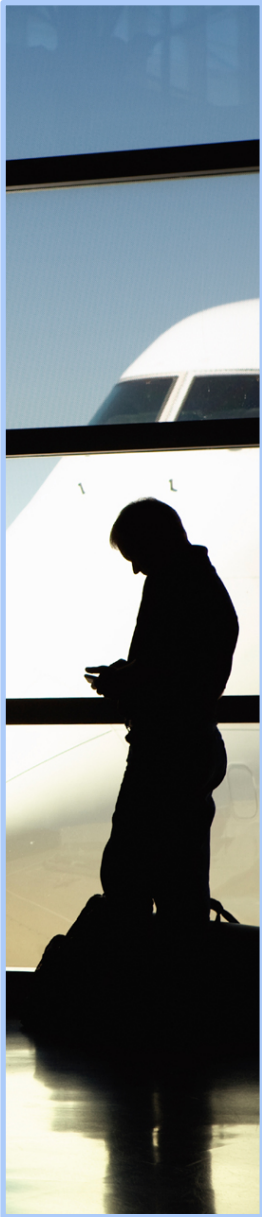
In addition to providing advice to Government on the air traffic management plans, it may also offer advice on related matters either as the result of a request from Government or Government agencies or as the result of a request from industry.

Structure

To fulfil its functions, ASTRA must provide:

- (1) an industry-wide representative forum for developing the industry position on ATM matters to provide the basis for the provision of strategic advice to Government, and to coordinate integrated ATM planning, development and implementation effort by all relevant ATM stakeholders, under agreed arrangements, and

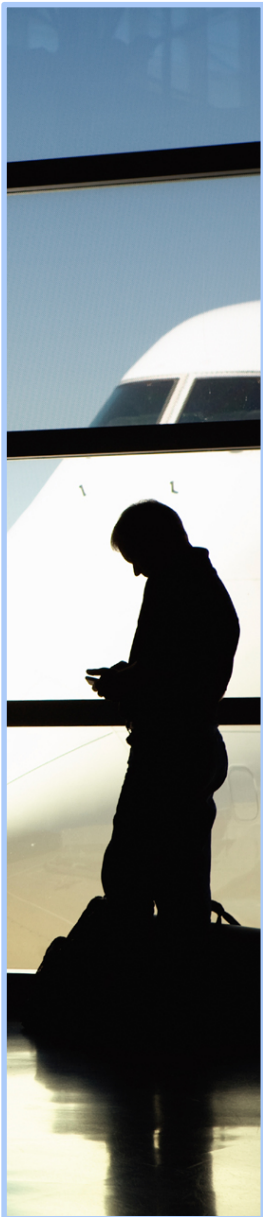




- (2) a number of discrete, technically oriented Working Groups to:
 - (a) develop industry knowledge and understanding of developments in technology and operational procedures around the world,
 - (b) consider options and develop recommendations for the adoption of new or refined technologies and/or procedures, and
 - (c) plan and recommend, where agreed, the implementation of specific approved operational or technical strategies.

Thus the structure comprises a Council and a number of individual project-related Working Groups

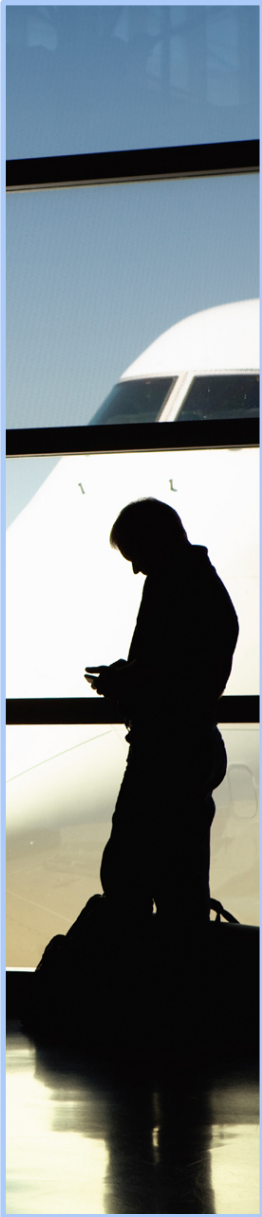




ASTRA Council

The ASTRA Council is composed of organisational members representing a broad cross section of the aviation industry, and is responsible for the development and reporting of the industry position in relation to ATM matters, and for the running of ASTRA.





ASTRA Working Groups

Working Groups will be established (and dis-established) by the Council, as required to perform specific tasks in accordance with the ASTRA Work Program.

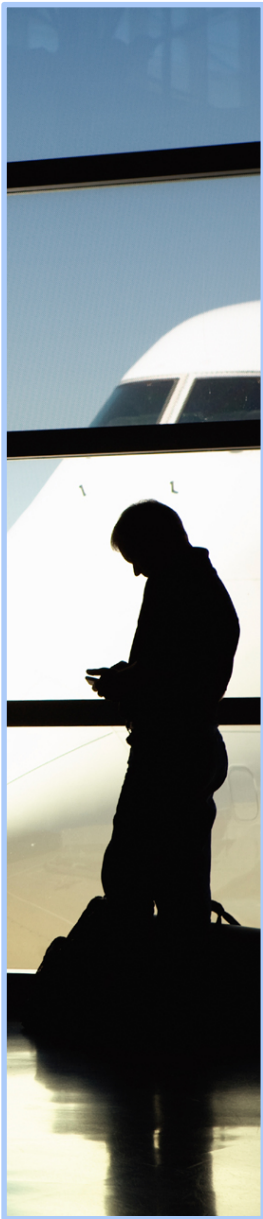
The Working Groups are, in general, responsible to the Council for:

- (1) the development of expertise and policy recommendations within their particular area of responsibility,
- (2) the passage of information between stakeholders,
- (3) identification of the need for specific trials or research and, if appropriate, the conduct of those trials or research projects, as directed by the Council, and
- (4) the undertaking of specific projects as directed by the Council.

Current Working Groups are:

- (1) Future ATM Requirements Working Group (FARWG),
- (2) Surveillance Technologies Working Group (STWG),
- (3) Performance Based Navigation Working Group (PBNWG).

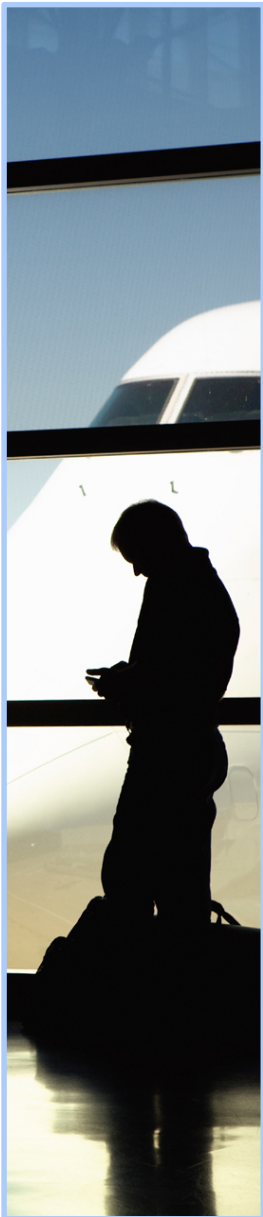




ASTRA Secretariat

The ASTRA Secretariat, currently provided by Airservices Australia, provides secretariat support to the Council and Working Groups.





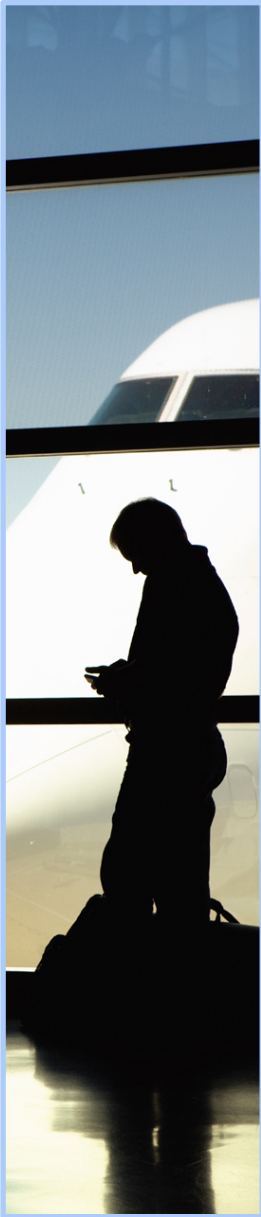
ASTRA Website

An ASTRA website is established to provide all interested parties with general information about ASTRA and its activities.

A secure section is included to provide ASTRA members with access to non-public papers, including Meeting Notices, Agendas and Minutes.

The ASTRA website support service is currently provided by Airservices Australia.





ASTRA Membership

ASTRA Council

ASTRA aims to represent the wide range of interests in aviation. Membership of the ASTRA Council is by formal invitation by the ASTRA Council, and is subject to the formal approval of the ASTRA Council.

The ASTRA Council comprises:

- (1) an appointed Chair,
- (2) an appointed Deputy Chair, and
- (3) a single representative of each of the following industry associations (subject to each organisation's acceptance of membership):

Industry Associations

- Airports Association of Australia (AAA),
- Aerial Agricultural Association of Australia (AAAA),
- Aircraft Owners and Pilots Association (AOPA),
- Australian Business Aircraft Association (ABAA),
- Australian Sport Aviation Confederation (ASAC),
- Regional Aviation Association of Australia (RAAA),
- Recreational Aviation Australia (RAAus),
- Royal Federation of Aero Clubs of Australia (RFACA),
- Board of Airline Representatives of Australia (BARA),
- The Honourable Company of Air Pilots (HCAPA)
- Australian Airline Pilots' Association (AusALPA)

Individual Operators

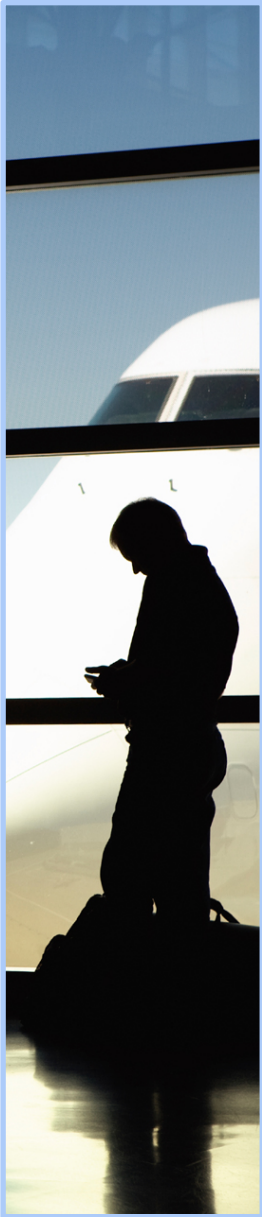
- Qantas Group (including Qantas, Jetstar, QantasLink, Jetconnect and Network Aviation)
- Virgin Australia

Service Providers

- Airservices Australia.

In addition, a number of Permanent Observers have standing invitations to attend Council Meetings in order to provide expertise and to assist with coordination of ATM related matters within the industry.





These include:

- Working Group Chairs
- All Working Group Chairs are ex-officio Permanent Observers. Professional and Industrial Organisations
- Civil Air Traffic Control Australia (CivilAir).
- Government agencies
- Department of Infrastructure and Regional Development
- Australian BorderForce,
- Australian Defence Force (ADF),
- Australian Maritime Safety Agency (AMSA), Australian Transport Safety Bureau (ATSB),
- Civil Aviation Safety Authority (CASA),
- Commonwealth Scientific and Industrial Research Organisation (CSIRO), and
- Bureau of Meteorology (BoM).

Other guests may be invited either directly by the Council, or with the Chair's approval, by members of the Council, to participate at individual meetings as warranted by their expertise or when considered appropriate in relation to matters being discussed.

Future Membership

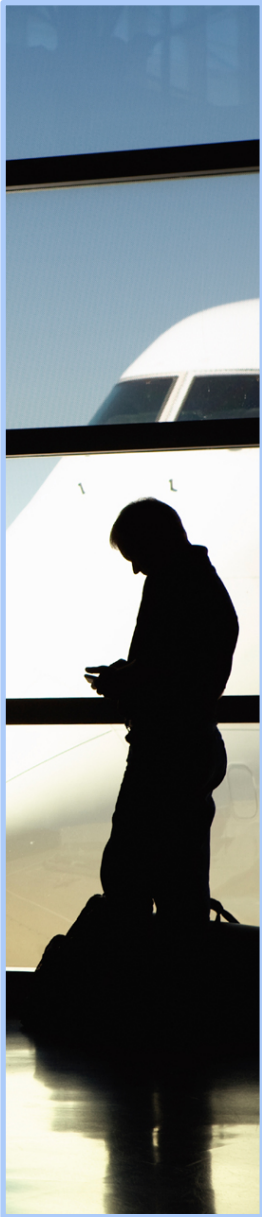
The test for future membership of the ASTRA Council by organisations other than those listed above is "*who does this organisation represent?*" Candidate organisations must represent a significant constituency of genuine ATM stakeholders not already represented by an existing member to be considered for membership.

ASTRA Working Group Membership

Each of the Working Groups comprises:

- (1) a Chair, appointed by the ASTRA Council,
- (2) a Deputy Chair, appointed by the ASTRA Council, and
- (3) a number of members invited by the Chair and approved by the Council.





Each Working Group Chair may invite any person to be a member of his/her Working Group or Working Group sub-group provided that:

- (1) that person is either employed within, or represents, or is associated professionally with an industry sector or a government agency likely to be affected in some way by the matters being considered; and
- (2) that person has expertise of value to the Working Group; and
- (3) the size of the Working Group or sub-group does not thereby exceed fifteen members.

Withdrawal of Membership or Permanent Observer Rights

The Council may withdraw membership or observer rights from a member organisation in the event of continuing conduct which, in the opinion of the Council, unreasonably limits the capacity of ASTRA to meet its objectives. Withdrawal of membership is not to be taken lightly, but remains an option where counselling proves ineffective.

A simple majority is required to approve the withdrawal of membership. Withdrawal of membership may be either permanent or temporary at the discretion of the Council.

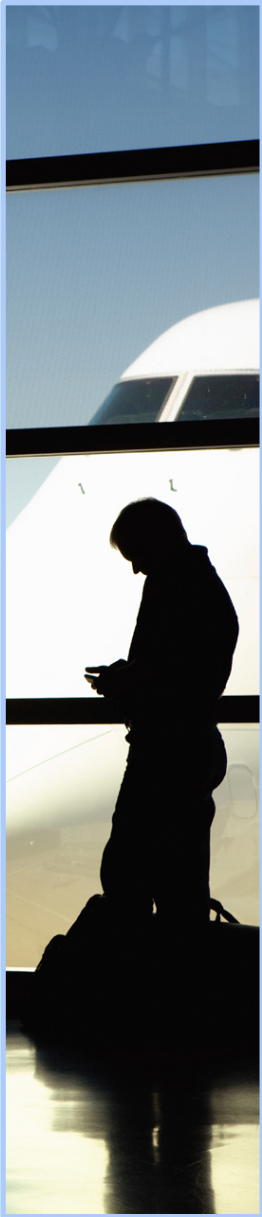
At least two weeks' notice of a proposal for withdrawal of membership must be given to the Council and affected member prior to it being considered by the Council.

A proposal for withdrawal of membership must be considered by the Council in session, with the offending member being given the opportunity to be present and to defend his/her organisation's position.

ASTRA Council Chair and Deputy Chair

The Chair and Deputy Chair are appointed by the ASTRA Council members, and hold office at the pleasure of the Council.

The Chair and Deputy Chair should have broad industry experience and knowledge, including a sound understanding of the aims and objectives of ASTRA, and must be free of any conflict of interest during his/her tenure.

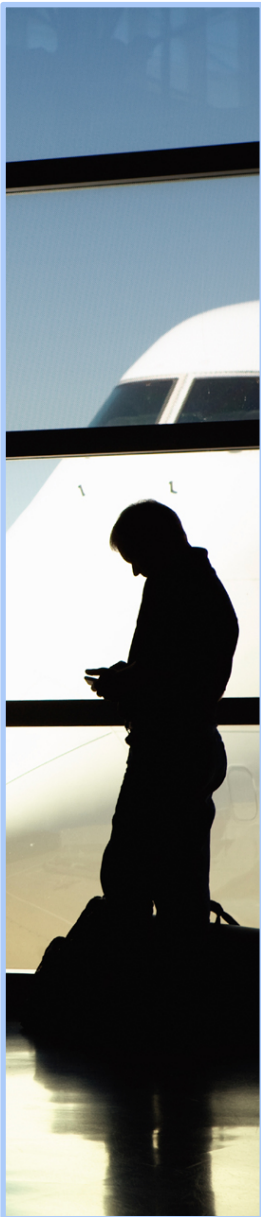


In the event that a member of the Council is appointed as Chair or Deputy Chair, that person's parent organisation is entitled to nominate an additional representative to the Council.

A normal tenure will be two years, but a Chair or Deputy Chair may be appointed for successive terms.

The Chair or Deputy Chair may be required to step down by a simple majority of the ASTRA Council meeting in session.

Two weeks' formal notice is required for any such proposal.



ASTRA Council Meetings

Frequency

Meetings of the ASTRA Council will be held as frequently as necessary to fulfil its function. It is envisaged that this will be three to four times a year.

Location

Meetings will normally be held in Canberra at an appropriate venue.

Timings

Meetings will normally be conducted mid-week between 0930 and 1530 to allow for travel to and from Canberra by those members based elsewhere.

Funding

ASTRA has no source of funds, and members' travel and accommodation if required, and other expenses are expected to be met by the member's own organisation.

Meetings, including lunch, will normally be hosted by one of the member organisations.

Notice of Meetings

At least two weeks' formal notice must be given for all ASTRA Council meetings. Council papers, including the provisional agenda and individual members' papers, should normally be circulated at least two weeks in advance. However, the Chair may elect to accept papers offered with less notice, and may elect to accept agenda inclusions until confirmation of the agenda.

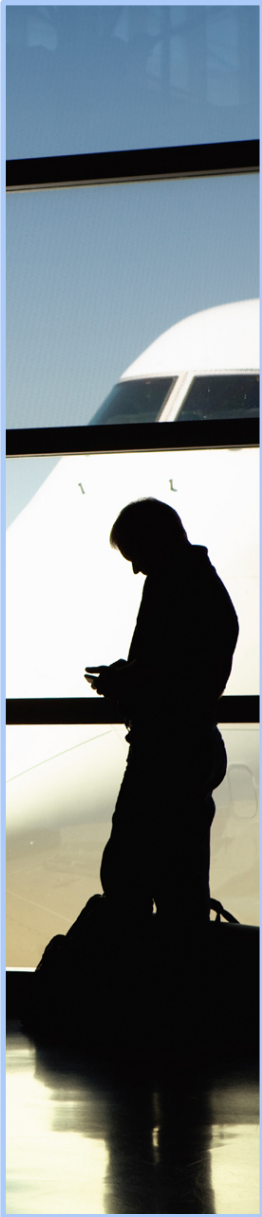
Quorum

A simple majority of Council members constitutes a quorum for an ASTRA Council Meeting.

Meeting Procedures

Normal meeting procedures will apply to ASTRA Council meetings, with the proceedings formally documented for reasons of transparency and accountability.

Minutes of meetings are to be available to all members within one month from the date of the meeting of which they are a record for consideration by members in advance of the next meeting.



Resolution of Contentious Issues

Consensus is to be achieved wherever possible, but the lack of consensus should not prevent progress in general.

In the event that consensus is not achievable, the ASTRA position (as determined by the Chair in consultation with the Deputy Chair) is to be reported to Government together with the dissenting view(s) as represented in the dissenting paper(s).

Where an impasse is reached, the Chair may elect to suspend further debate on the issue in order to continue with the meeting, and convene a subsequent smaller meeting of representatives of the opposed parties to try to resolve the impasse.

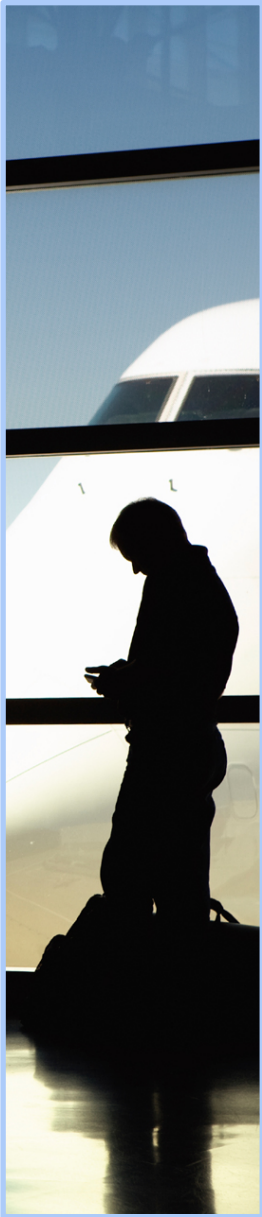
Where resolution is still not possible, the Chair may elect to request the opposed parties to produce papers to formally put their views on the issues causing the impasse, and to seek assurances that such papers truly reflect the views of the members' constituents. These papers are to be distributed to all Council members for their consideration.

Regardless of whether or not such papers are requested and received, the Chair is ultimately responsible, in consultation with the Deputy Chair, for determining the formal ASTRA position for reporting to Government.

In such a situation, the Chair must report his/her findings back to the Council, along with the reasons for his/her decision, as soon as practicable. This may be done out of session.

Guest Speakers

The Chair may approve the issuing of an invitation to a non-member to address a Council meeting. Such invitations may be extended to representatives of suppliers or research organisations on ATM-related matters of interest to the members.



ASTRA Working Group Meetings

Frequency

Meetings of the Working Groups will be held as frequently as necessary to fulfil their individual functions. It is envisaged that this will be three to four times a year for each Working Group.

Location

Meetings will normally be held in Canberra at an appropriate venue, but may, at the discretion of the Working Group Chair, be held in other locations from time to time.

Timings

Meetings will normally be conducted mid-week between 0930 and 1530 to allow for travel to and from the meeting by those members based elsewhere.

Funding

ASTRA has no source of funds, and members' travel and accommodation if required, and other expenses are expected to be met by the member's own organisation.

Meetings, including lunch, will normally be hosted by one of the member organisations.

Notice of Meetings

At least two weeks' formal notice must be given for all Working Group meetings. Working Group papers, including the provisional agenda and individual members' papers, should normally be circulated at least two weeks in advance. However, the

Working Group Chair may elect to accept papers offered with less notice, and may elect to accept agenda inclusions until confirmation of the agenda.

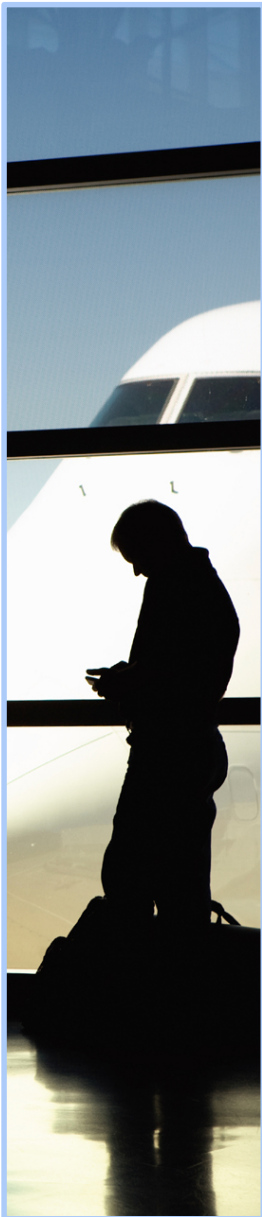
Quorum

No specific quorum is required for Working Group meetings.

Meeting Procedures

Normal meeting procedures will apply to Working Group meetings, however, being technical in nature, it is expected that they will be less formal than Council meetings. Nevertheless, significant aspects of the proceedings are to be documented and circulated to members for reasons of transparency and accountability.





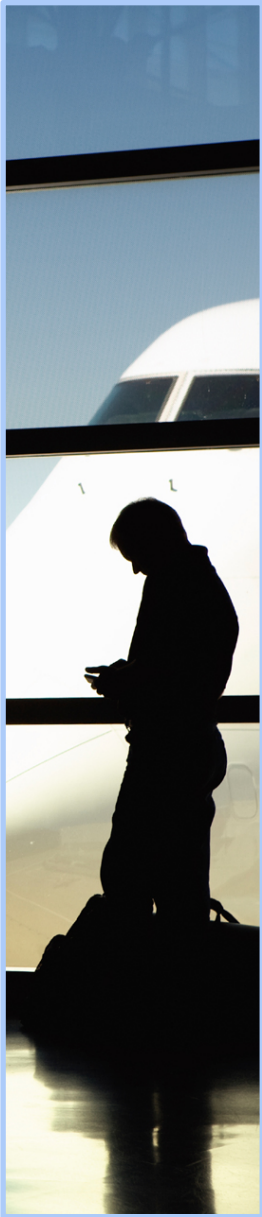
Resolution of Contentious Issues

While it is expected that consensus will be achievable on most issues, it is accepted that there may well be some issues on which consensus will not be achievable despite the good offices of all parties, because of differing perceptions of safety standards, costs, timings, equity of access to airspace or other issues.

Consensus should be sought wherever possible, but the lack of consensus should not prevent progress in general.

Where consensus is not achievable, the Chair is to report the fact to the ASTRA Council for resolution.





ASTRA Work Program

The ASTRA Council is to maintain an “Issues List”, an industry agreed prioritised list of issues requiring or deserving of ASTRA action, which is to be published on the ASTRA website.

The Issues List is to form the basis of the ASTRA Work Program, which is to be developed and maintained by the Council for itself and for the Working Groups. The allocation of tasks to individual Working Groups is to be based on the nature and priority of each individual task.

New tasks may be initiated as a result of growing problems being experienced by one or more industry sectors, the arrival of new technological or procedural solutions to existing problems, or following a request from the Aviation Policy Group (APG) or the Aviation Implementation Group (AIG).

Changes to the Work Program, including the introduction of new tasks and/or changes in relative priority, may be proposed to the Council by any member or by Government via the AIG. On receipt of such a proposal, the Council will consider it in accordance with the ASTRA Guiding Principles.

On confirmation of the inclusion of a new issue in the ASTRA Work Program, tasks will be allocated by the Council to the appropriate Working Group for completion, along with appropriate guidance and milestones. Progress will be monitored at regular intervals by the Council.

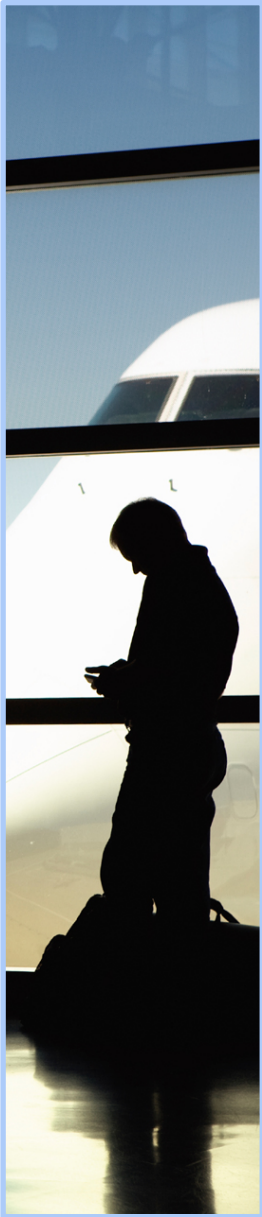
ASTRA Reporting

The ASTRA Council reports to industry through the members of the Council, who are also individually responsible for reporting and representing their constituents' views to the Council.

The ASTRA Working Groups report formally to the Council, and, in view of the interrelationship between the various Working Groups, are to keep all other Working Groups advised of their activities.

In addition, following each meeting, an email report is to be provided to all participants, summarising the outcomes of the meeting and detailing responsibilities for future action.

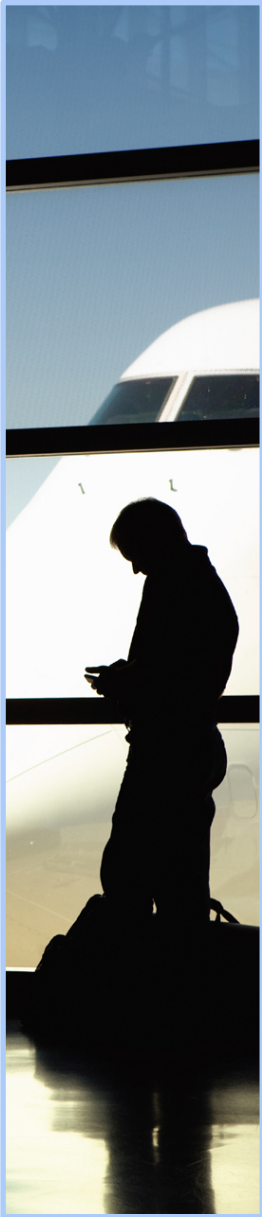
Individual members of the various Working Groups are responsible for reporting and representing their constituents' views to their Working Group(s), and also for keeping their constituents advised of developments within their Working Group(s).

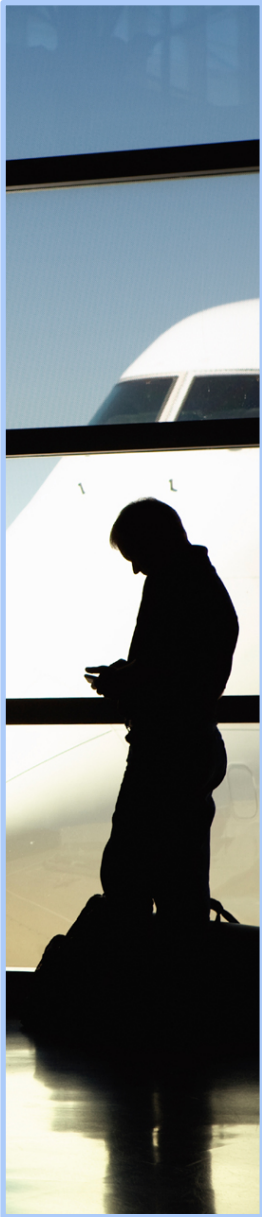


ASTRA Relationship with Government

ASTRA provides formal advice to Government via the ASTRA Council through the Aviation Implementation Group (AIG), which is chaired by the Executive Director of Aviation and Airports, Department of Infrastructure and Regional Development. Such advice will be provided in writing and, where appropriate, by formal briefings of AIG meetings or of individual members of the AIG, APG or its constituent agencies.

Each recommendation by the ASTRA Council arising out of the agreed Work Program which requires action by, or has implications for, AIG agencies, will receive a formal written response from AIG. For ASTRA recommendations supported by AIG, an AIG representative will provide an implementation progress report at each ASTRA Council meeting.





Charter Amendments

This Charter may be amended by the Council, meeting in session, and following not less than two calendar months' formal notice of the proposed change(s).

Notwithstanding the approval of the Council, any such changes will also require the formal endorsement of the member organisations.

Supporting Document

The work of ASTRA is supported by the ASTRA Work Program as the key document developed and endorsed by the members.

Agreement

Each Member organisation agrees to the provisions of this Charter as a condition of membership.

Contact Information

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