



# Statement of Purpose and Charter

February 2016

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## 1. Preamble

This Statement of Purpose and Charter document, referred to herein as the “Charter” provides information to members of the Australian Aviation Wildlife Hazard Group (AAWHG) in the governance of the group.

The Charter outlines the working arrangements for the AAWHG as well as the specific objectives of the AAWHG.

When participating in the AAWHG, members agree to follow the principles set out in this Charter.

Any individual or organisation wishing to become a member is welcome to formally approach the AAWHG via the main email address: [info@aawhg.org](mailto:info@aawhg.org)

## 2. History and Purpose

The Australian Aviation Bird and Animal Hazard Working Group originated from a meeting between Civil Aviation Safety Authority (CASA), Australian Transport Safety Bureau (ATSB) and the Australasian Aviation Ground Safety Council (AAGSC) in May 2003.

This meeting agreed that a national group was required in order to address aviation wildlife hazard safety issues.

The foundation meeting of the Aviation Bird and Animal Hazard Working Group was held in Canberra on 3 December 2003. Members of this meeting included CASA, the Australian Airports Association (AAA), the AAGSC, Airservices Australia, ATSB, Virgin Blue and the Department of Defence.

Since 2003, the group has met regularly with an expanding membership which now includes multiple aviation industry stakeholders and organisations. The group was renamed the Australian Aviation Wildlife Hazard Group (AAWHG) in March 2007.

Since inception in 2003, the AAWHG has facilitated a mutually beneficial annual forum aimed at promoting and advancing aviation wildlife hazard management.

In July 2010, the Secretary of the Department of Infrastructure formally recognised the AAWHG as the primary aviation wildlife hazard management reference body in Australia. A copy of this letter is contained as Attachment 1 of this Charter.

The AAWHG fulfils Australia’s commitment to have a national bird strike committee as recommended by the International Civil Aviation Organization (ICAO) under Document 9137 Part 3, Bird control and reduction.

### 3. Name

The organisation formerly known as the Australian Aviation Bird and Animal Hazard Group is currently known as the Australian Aviation Wildlife Hazard Group (AAWHG).

### 4. Objectives

The aims of the Australian Aviation Wildlife Hazard Group are to:

- Enhance industry and public awareness of aviation wildlife hazard management and the associated risk;
- Promote industry best practice in aviation wildlife hazard management;
- Provide a forum for stakeholders to discuss aviation wildlife hazard management and methods for reducing the associated risk;
- Act as an information source for organisations and individuals with a vested interest in aviation wildlife hazard management;
- Provide advice to the Australian government with regard to aviation wildlife hazard management policy, safety regulation and guidance material;
- Liaise with other aviation wildlife hazard bodies worldwide;
- Monitor progress in research, regulations, procedures and the methods available to manage aviation wildlife risk;
- Encourage the provision of wildlife hazard management training and promote proficiency for all personnel engaged in aviation wildlife hazard management;
- Encourage the continued monitoring and recording of wildlife activity and strikes which affect aviation safety;
- Encourage the reporting of all wildlife hazards and wildlife strikes to the ATSB and related bodies; and
- Monitor and review both national and international regulations, standards and guidance material on aviation wildlife hazard management.

### 5. Limit of Authority

The AAWHG itself has no executive powers or authority in decision, policy or rulemaking.

The AAWHG may however, act as an advisory committee to the Australian Government and other organisations, as deemed appropriate.

## 6. Executive Membership

The Executive Membership, referred to herein as the “Executive” is responsible for the policy and procedural decisions of the AAWHG. Executive members aim to minimise the administrative burden on the open membership.

The Executive is accepted to be representatives from the following organisations and agencies:

- Major Airport Operators (currently Brisbane Airport Corporation)
- Airservices Australia (Airservices)
- Australian Airline Pilots Association (AusALPA)
- Australian Airports Association (AAA)
- Australian Museum
- Australian Transport Safety Bureau (ATSB)
- Civil Aviation Safety Authority (CASA)
- Department of Defence (Defence)
- Department of Infrastructure & Regional Development (DIRD)
- Major Airline Operators (currently Jetstar, Qantas and Virgin Australia)
- Regional Aviation Association of Australia (RAAA)
- Wildlife Consultancy Provider (currently Avisure)

Any modification to the structure and membership of the Executive is to be determined by the majority of the sitting Executive.

### 6.1 Quorum

The quorum of any Executive meeting shall be a majority of the members of the Executive. No business shall be conducted by the Executive unless a quorum exists.

### 6.2 Conflict of Interest

All Executive members are required to declare any conflicts of interest. If a conflict of interest exists, the relevant Executive member will be excluded from the discussion and decision making.

## 7. Office Bearer Roles and Responsibilities

The Australian Aviation Wildlife Hazard Group Executive will select and appoint a Chair, Treasurer, Secretary, Information Officer and Forum Coordinator from the Executive or General (Open) Membership.

Each office position will require a deputy person to be selected from the Executive Membership. The term of appointment will be by the agreement of the Executive. Generally, the terms will be of 12 months duration before nominations are again sought.

## 7.1 Chair

The Chair of the AAWHG is responsible for:

- Ensuring that adequate representation on the AAWHG Executive is maintained in accordance with this Charter;
- Ensuring the AAWHG meetings and forums are planned and conducted in accordance with the Charter and Strategic Plan;
- Ensuring the Charter and Strategic Plan are reviewed and accepted by the AAWHG Executive on a bi-annual basis (as a minimum);
- Providing signoff on official correspondence prepared by the AAWHG; and
- Providing sign off on financial transactions in conjunction with the Treasurer.

## 7.2 Secretariat

The Secretariat of the AAWHG is responsible for:

- Facilitating AAWHG correspondence;
- Recording and distributing minutes of AAWHG meetings;
- Providing notification of AAWHG meetings including the distribution of agendas and supporting information;
- Maintaining the distribution lists for the AAWHG Executive and open membership; and
- Supporting the Information Officer as needed and performing other duties for the Chair as required.

## 7.3 Treasurer

The Treasurer of the AAWHG is responsible for:

- Providing sign off on all financial transactions in conjunction with the Chair;
- Keeping up-to-date records for all financial transactions;
- Ensuring safe custody of money, and prompt banking;
- Ensuring compliance with tax regulations; and
- Reviewing all internal financial processes and reporting methods at least annually for audit purposes.

## 7.4 Information Officer

The Information officer for the AAWHG is responsible for maintaining the currency and accuracy of the following information under the direction of the AAWHG Executive:

- AAWHG website;
- AAWHG social media account;
- AAWHG Recommended Practices (RP);

- AAWHG newsletters;
- AAWHG templates and tools;
- AAWHG policies.

The information officer is also required to support the Secretariat and perform other duties for the Chair as required.

## **7.5 Forum Coordinator**

The Forum Coordinator is responsible for the planning and delivery of AAWHG Forums in accordance with the Strategic Plan. Tasks can be delegated to other Executive members to assist with managing workloads.

Key tasks include but are not limited to:

- Sourcing a formal event organiser (if funds are available);
- Organising venue hire/provision and catering;
- Developing promotional material;
- Sourcing sponsors and speakers;
- Identifying award recipients;
- Organising registrations; and
- Planning all other logistics of the Forum as required.

## **7.6 Committee Members (non-Office Bearers)**

Non-office bearing members' duties include:

- Actively participating in Executive activities and business;
- Providing assistance with the preparation and implementation of governance requirements and activities;
- Attending Executive meetings and participating in decision making; and
- Bringing to the Executive's attention any problems or issues.

## **8. General (Open) Membership**

General membership of the AAWHG is open to all those who are willing to make a contribution to the AAWHG. This could include forum registration, attending at least one general meeting per year, and/or active participation.

New members are welcome to approach the AAWHG Executive to attend general meetings and events organised for the AAWHG membership. Members are encouraged to advise the AAWHG Secretariat of their preferred contact details for correspondence.

## 9. Executive Meetings

AAWHG Executive Meetings will be held at least three times a year, unless otherwise agreed by the Executive.

The Chair may call extra-ordinary meetings of the AAWHG at any time should the need arise.

## 10. General (Open) Meetings

AAWHG General Meetings will be held at least twice a year, unless otherwise agreed by the Executive.

The normal format is for one forum and one general meeting to be facilitated per annum.

## 11. Minutes of Meetings

Minutes of the meetings will be maintained by the Secretariat and distributed to members.

Minutes of meetings will be made available on the AAWHG website.

## 12. Amendments to the Charter

Any proposed amendment to the AAWHG Charter will require the agreement of the Executive.

Draft amendments will then be distributed to the general members for comment.

Any comments will be considered by the Executive prior to finalisation.

The AAWHG Charter will be subject to a bi-annual review as a minimum however the Chair may instigate a review at any time should the need arise.

## 13. Costs

Membership of the AAWHG is voluntary. All members are expected to meet their own costs.

## 14. Policies

The following key functions of the AAWHG are controlled through a dedicated policy:

- Media; and
- Communications.

## 15. Publications and General Disclaimer

The decisions and recommendations made by the AAWHG are not binding on any member organisation; instead they are intended to serve as guidance for the setting of practices and procedures which are relevant to the needs of each member organisation, the Australian Government and the broader industry.

Any documents, recommended practices or policies developed by the AAWHG are for guidance purposes only.

All AAWHG publications, recommended practices and materials shall feature the following disclaimer:

*This [Document Publication, Tool, Policy Recommended Practice] has been developed by the Australian Aviation Wildlife Hazard Group.*

*All material contained in this [Document Publication, Tool, Policy Recommended Practice] is provided for information only. The use of and or the taking of any action in reliance on this information, by any person or entity, is entirely at their own risk.*

*Any outcome as a result of action or reliance on this information is the sole responsibility of the user and not of the Australian Aviation Wildlife Hazard Group.*

## 16. Proprietary Information and Intellectual Property

Sharing information, experience, expertise and networking is an integral part of the operations of the AAWHG.

The policy of the AAWHG is to promote the free and unhindered exchange of information between members.

Information presented during meetings that is organisation specific will be treated as Commercial-in-Confidence. If specifically authorised, such information can be officially recorded in the minutes but only with the approval of the organisation concerned.

If any information is considered proprietary and/or intellectual property and is not suitable for sharing between members, this needs to be formally declared to the Executive.

## 17. Communications, Website and Social Media

### 17.1 Communications

All communications to the Chair should be directed via the following email address: [info@aawhq.org](mailto:info@aawhq.org)

Passwords and access information for the AAWHG email accounts are held by the Chair, Secretariat and Information Officer.

The Secretariat will facilitate communications and will direct any enquiry to the responsible person/organisation as required. The Chair will formally sign off on official correspondence prepared by the AAWHG.

## 17.2 Website

The AAWHG has a website that can be accessed via the following address:

<http://aawhg.org>

The Civil Aviation Safety Authority (CASA) currently funds the hosting of the AAWHG website by Jumba Online Services Pty. Ltd.

CASA also currently provides technical support for the structure and functionality of the website.

The Information Officer is responsible for maintaining the currency and accuracy of the website information under the direction of the AAWHG Executive.

Passwords and access information for the website are held by the Chair, Secretariat and Information Officer.

## 17.3 Social Media

The AAWHG has a twitter account that can be accessed via the following address:

<https://twitter.com/AAWHG>

The Information Officer is responsible for maintaining the currency and accuracy of the social media information under the direction of the AAWHG Executive.

Passwords and access information for the website are held by the Chair, Secretariat and Information Officer.

## ATTACHMENT 1



**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development and Local Government**

**Secretary**

Mr Laurie Taylor  
737 Fleet Manager Engineering  
QANTAS Airways Limited  
Engineering and Maintenance  
Locked Bag 12  
Tullamarine VIC 3043

Dear Mr Taylor

### **Commonwealth Support for the Australian Aviation Wildlife Hazard Group (AAWHG)**

Thank you for your letter dated 4 May 2010 about possible formal Commonwealth recognition of AAWHG. As the issues of bird and wildlife management in aviation are of interest to both the Department and the Civil Aviation Safety Authority (CASA), I have asked our agencies to work together to formulate a model under which AAWHG might be formally recognised by the Commonwealth. I apologise for the delay in replying to your letter while this consultation took place.

I acknowledge the significant work of AAWHG in promoting awareness, education and risk mitigation relating to bird and wildlife hazards to aviation. It is a credit to the individuals and their organisations that they are able to provide ongoing commitment to the work of AAWHG.

The Department and CASA recognises the important role of AAWHG in meeting the thrust of the International Civil Aviation Organization (ICAO) Airport Services Manual Part 3 – Bird Control and Reduction (ICAO Doc 9137) and Conclusion 18/1 of ICAO's Asia Pacific Air Navigation Planning and Implementation Regional Group, regarding the establishment of National Bird and Wildlife Management Committees with respect to aviation.

The Department and CASA are prepared to continue support of AAWHG through a shared secretariat support role and continuing attendance in an appropriate capacity at the Group. Further to this, I propose to strengthen the capacity of the Commonwealth to consider the work of AAWHG through formal recognition of AAWHG by the Aviation Implementation Group (AIG). AIG supports the Aviation Policy Group (APG) in the implementation of cross-agency aviation strategies. The APG, although not a decision-making body, provides a forum for effective inter-agency policy coordination and for working through air traffic management and other aviation cross-agency issues at a strategic level. APG brings together the Chief Executive Officers of the Department, CASA, Airservices Australia and the Chief of Air Force on behalf of Defence.

I believe industry leadership will be critical to the ongoing success and capability of AAWHG and see it as important that industry continue to commit resources to the Group and that industry provide an independent chair to oversee the work of the group.

I would also like to thank AAWHG for providing a submission in response to the Department's Discussion Paper: *Safeguards for Airports and the Communities Around Them*. As you are aware, the

Government has recognised the importance of these issues by committing in its Aviation White Paper: Flight Path to the Future, to develop national guidelines for wildlife hazard management in and around airports to minimise birdstrike and other wildlife hazards.

I would like to see AAWHG use its expertise to lead the development of the national guidelines as outlined in the White Paper. The Department will be happy to provide assistance to support this important task.

If you wish to discuss these issues in more detail, please contact Mr Scott Stone, General Manager, Aviation Environment, on 02 6274 7605 or email [scott.stone@infrastructure.gov.au](mailto:scott.stone@infrastructure.gov.au).

Thank you for raising these issues.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mike Mrdak', is written over a light blue horizontal line.

Mike Mrdak

15 July 2010