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Australian
BORDER FORCE



National Passenger Facilitation Committee (NPFC)

Terms of Reference

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1. Introduction

Established in response to International Civil Aviation Organization (ICAO) requirements, the National Passenger Facilitation Committee (NPFC) allows Australia to provide guidance on its obligation to implement a national air transport facilitation program and coordinate facilitation activities between departments, agencies, and other organisations concerned with, or responsible for, various aspects of international civil aviation, with airport and aircraft operators.

2. Role

The NPFC is a strategic consultative forum between government agencies and industry partners to improve facilitation of passengers through airports, while maintaining appropriate border security.

The NPFC is established to implement and manage the provisions of the National Air Transport Facilitation Programme (NATFP) in Australia.

The NPFC also fulfils the responsibilities of standard 8.20 of Annex 9, Facilitation to the Convention on International Civil Aviation, requiring the establishment of an Airport Facilitation Committee. These independent and region-specific committees will operate in parallel to the NPFC and may be called upon as required to present matters specific to that region/airport.

Its objective is to maintain a safe, secure civil aviation environment in which services are delivered in a reliable and efficient manner.

3. Purpose

The NPFC is a strategic consultative forum for engagement between government agencies and industry partners to improve facilitation of passengers through airports, while maintaining appropriate border security.

The primary responsibilities of the NPFC are to:

- 3.1 Facilitate a constructive Government-industry exchange of views on passenger facilitation issues that are operational, legal or policy related in nature.
- 3.2 Enable industry and Government agency representatives to put forward, and present papers, on issues of strategic importance.
- 3.3 Encourage and facilitate the expansion of new technology and processes to enhance the capability and responses for the security checks required during the traveller continuum.
- 3.4 Enhance processes and procedures to facilitate the movement of passengers through airports by removing unnecessary obstacles and delays, in addition to enhancing efficiency, productivity and service quality of civilian air transport services.
- 3.5 Proactively support the development of innovative strategies to address facilitation issues in the air transport industry and civil aviation environment.
- 3.6 Facilitate consultation that will enhance Australia's border protection capability by:
 - a) Considering issues specific to the air transport industry and civil aviation environment, proactively supporting the development of innovative strategies to address such issues.
 - b) Developing and maintaining positive and productive relationships with civil aviation stakeholders.
 - c) Identifying and developing options, strategies, best business practices and initiatives for improving passenger clearance processes.
 - d) Ensuring implementation of Standards and Recommended Practices (SARPs) contained in Annex 9 *Facilitation* to the Chicago Convention
 - e) Developing and implementing the provisions of the NATFP in accordance with the provisions of Annex 9 – *Facilitation*.
 - f) Discussing proposed changes to regulations concerning facilitation of civil air transport (e.g. amendments to Annex 9)

4. Authority

- 4.1 The NPFC is accountable to the Commissioner of the Australian Border Force (ABF). As required, the Commissioner will bring forward NPFC matters to Government in consultation with relevant senior executive.
- 4.2 The Chair of the NPFC is authorised to establish subordinate bodies to address operational issues, provide advice and make recommendations. For the purpose of efficiency and effectiveness, the NPFC may organise its work in dedicated subgroup meetings. Subgroups, referred to hereafter as working groups, are accountable for reporting on outcomes at the following scheduled NPFC.
- 4.3 The Chair of the NPFC may issue communiques, on an as needs basis, to inform stakeholders and/or the public about international passenger facilitation initiatives and other elements of the passenger experience.

5. Membership

- 5.1 Membership of the NPFC may include:
 - a) Major aviation industry stakeholder organisations represented by senior executives (Chief Executive Officers, National Managers, Operations Managers), including but not limited to, airports which receive international services, airlines and aviation advocacy groups.
 - b) Government agencies involved in issues relevant to passenger facilitation and clearance processes represented by senior executives (First Assistant Secretary, Executive Director, Assistant Secretaries, General Managers, Commanders or Regional Commanders).
 - c) International governing bodies and government partners, as appropriate.
- 5.2 Associated members will be invited to all NPFC meetings and included in general correspondence. This includes airports that have been considered by Government for scheduled international services, but have not yet commenced operations.
- 5.3 Members are encouraged to actively participate in meetings, sponsor items for the agenda, progress assigned action items, and share information to facilitate open and productive collaboration within legislative and commercial-in-confidence confines.
- 5.4 Subject to the agreement of the Chair, a member may send a proxy if they are unable to attend a meeting. The proxy will act on behalf of the member at meetings they are unable to attend. This is based on the principle that good governance requires continuity and as such members must maintain consistent attendance at meetings and keep abreast of committee activities.

An NPFC membership list is at [Attachment A](#).

6. Role of the Chair

- 6.1 The NPFC will be convened by the First Assistant Secretary, Strategy and Policy Division, Australian Border Force. The Chair may nominate a proxy as required.
- 6.2. An agency or industry representative may also be appointed as a Co-Chair. The co-chair position will be on a rotational basis.
- 6.3. The role of the Chair and Co-Chair is to:
 - a) facilitate open discussion;
 - b) conduct each meeting in accordance with the agenda and organisational requirements to facilitate participation, discussion, problem solving and resolution of issues; and
 - c) approve agenda items sponsored by members.

7. Role of the Members

- 7.1 The role of the Members is to:
 - a) actively participate in meetings and nominating alternate attendees if unavailable;
 - b) sponsor items for each agenda and articulate the proposed next steps for those items;

- c) progress action items assigned to them; and
- d) share information to facilitate open and productive collaboration, within legislative and commercial-in-confidence confines.

8. Role of the Secretariat and Administration

8.1 The ABF will be responsible for Secretariat and administration.

- a) provision of agendas to the Chair (or proxy) for approval;
- b) collating and distributing agendas, submissions, and policy advice to members (including timeframes);
- c) reviewing submissions prior to distribution;
- d) responsibility for recording minutes and/or action items; and
- e) align strategic direction with outcomes of the ICAO Facilitation Panel and the International Aviation Transport Association (IATA)/Control Authorities Working Group (CAWG).

9. Meeting procedures

9.1 **Chair:** The NPFC Chair will be a senior executive officer within the ABF. The role of **Co-Chair** will be open to other agency and industry members on a rotational basis.

9.2 **Secretariat:** ABF will provide secretariat support.

9.3 **Attendance at meetings (industry and Government agencies other than the ABF):** Member organisations may nominate up to two delegates to attend each meeting. Additional representatives may be nominated subject to approval of the Chair.

9.4 **Alternative members:** A member may nominate an alternative representative to attend the meeting if they are unable to attend, subject to clause 5.3. The alternative member will act on behalf of the member at meetings they are unable to attend. This is based on the principle that good governance requires continuity and as such members must maintain consistent attendance at meetings and keep abreast of committee activities.

9.5 **Attendance by ABF staff:** Attendance by ABF staff will be limited to those necessary to adequately address the agenda items to be discussed.

9.6 **Quorum:** A quorum is not required.

9.7 **Agenda:** The agenda will be prepared by the Chair. Members may propose items for inclusion on the agenda for each meeting. The draft agenda will be provided to all members at least four weeks prior to each meeting. Members may provide comments on the draft agenda until two weeks prior to each meeting. The final agenda will be provided to members at least one week prior to each meeting.

9.8 **Agenda papers:** The agenda papers and supporting documents will be provided to members at least one week prior to each meeting.

9.9 **Minutes of the meeting:** A summary of outcomes will be distributed to members within four weeks of each meeting.

9.10 **Decisions:** The purpose of the NPFC is to facilitate engagement and consultation between the ABF, other government agencies and aviation industry representatives. Discussion will inform the work of the ABF. The final responsibility for the development of policy options, and for the drafting of legislation and regulations, relating to NPFC outcomes, rests with the ABF.

10. Frequency and location of meetings

10.1 The NPFC will meet no less than three times each year. Where necessary, issues may also be progressed out of session.

10.2 Meeting dates will be determined with due consideration to parliamentary sitting periods, peak travel periods, and industry group commitments.

10.3 Meetings will occur in-person and virtually. Consideration will be given to the location of in-person meetings, including, where possible, meetings taking place in different locations.

11. Working groups

- 11.1 The NPFC may, from time to time, establish working groups to examine specific issues.
- 11.2 The NPFC will provide the broad policy framework and oversee the work of each working group.
- 11.3 The ABF will provide support for each of the working groups.
- 11.4 The Chair of each working group will prepare a Terms of Reference for the working group which will be ratified by the NPFC.
- 11.5 The NPFC working groups will undertake detailed work, including consultation, as directed by the NPFC.
- 11.6 The working groups will report to the NPFC by exception, and as appropriate.
- 11.7 The NPFC may dissolve any or all of the NPFC working groups on the completion of the specified project or at any time as determined by the NPFC.

12. Review of the Terms of Reference

- 12.1 ABF will undertake an annual review of the Terms of Reference to ensure ongoing currency and relevance, including due to amendments to ICAO Annex 9 Standards and Recommended Practices. Review findings will be provided to the Chair. Any amendments to the Terms of Reference will be submitted to the NPFC for endorsement prior to commencement.

13. Document Control

All amendments and variations to the terms of reference that are substantial changes to the content or intent are included in the document control table below. All substantial changes will be circulated to all members for comments and endorsement prior to approval by the chair at the next meeting.

Document control:

Version Number	Date of issue	Section change	Brief description of change	Endorsement	Approver	Sent to members
0.2	February 2025	2, 3, 4 and 12	<ul style="list-style-type: none"> Additional references to the NPFC's role in giving effect to the facilitation requirements of ICAO, up to and including the 16th edition of Annex 9 – facilitation. Annual review of the terms of reference to ensure ongoing relevance and linkage with ICAO standards. Clarification that the NPFC is a strategic consultative forum that is accountable to the ABF Commissioner. 	24 March 2025	CMDR Ben Evans	11 March 2025
0.1	October 2019		<ul style="list-style-type: none"> Drafting 			

Attachment A – NPFC membership list

Australian Government

Australian Border Force (Chair)

Australian Trade and Investment Commission (Austrade)

Department of Agriculture, Fisheries and Forestry

Department of Health

Department of Home Affairs

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Department of Foreign Affairs and Trade

Industry Bodies

Adelaide Airport Limited

Airlines for Australia and New Zealand (A4ANZ)

Airport Coordination Australia

Australian Airports Association

Australian Chamber of Commerce and Industry

Australian Pacific Airports (Melbourne) Pty Ltd

Australian Travel Industry Association

Avalon Airport

Board of Airline Representatives of Australia

Brisbane Airport Corporation

Cairns Airport Pty Limited

Capital Airport Group Pty Ltd (Canberra)

Gold Coast Airport

Hobart Airport

International Air Transport Association (IATA)

Newcastle Airport

Northern Territory Airport

Perth Airport Pty Ltd

Qantas Airways Ltd

Sunshine Coast Airport

Sydney Airport

Tourism and Transport Forum Australia

Virgin Australia

Associated members

Western Sydney International (Nancy Bird Walton) Airport (WSI)

Observers and thematic experts (as required)

Australian Federal Police

Department of Finance

Department of Prime Minister and Cabinet

The Treasury

New Zealand High Commission

Tourism Australia