



**Australian
BORDER FORCE**



National Passenger Facilitation Committee Terms of Reference

August 2026

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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 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).

- g) The NPFC is not intended to address operational, tactical or individual member specific issues. Such matters should continue to be raised through established operational channels to maintain the committee's strategic focus.

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 executives.
- 4.2 The Chair of the NPFC is authorised to establish subordinate bodies to address strategic 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 Communiqués, to inform stakeholders and 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 equivalents, Executive Director, Assistant Secretary equivalents, General Managers).
 - c) International governing bodies and government partners, as appropriate.
 - d) Membership to the NPFC is subject to approval of the Chair and Co-chair, through a formal submission via the Secretariat.
- 5.2 Members will be invited to all NPFC meetings and included in general correspondence. This may include 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 Each member organisation and government agency will nominate one primary lead representative for NPFC participation. The lead representative will be the principal point of contact and is expected to maintain continuity of attendance and represent the organisation and/or government agency.
- 5.5 A member may send a proxy where they are unable to attend a meeting. Notification is to be provided of proxy attendance in advance to the Secretariat.
- 5.6 Where a member organisation or government agency wishes to include additional attendees, such as a contractor, project officer or advisor for the purposes of supporting a specific agenda item, this must be notified to the ABF Secretariat in advance and declared at the meeting. Such attendees may participate only for the duration of the relevant agenda item and will not be considered formal members of the NPFC.
- 5.7 Membership of the NPFC will be reviewed every two years or at the discretion of the Chair and Co-chair as required.

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

6. Chair and Co-chair arrangements

- 6.1 The NPFC will be convened by the First Assistant Secretary, Strategy and Border Modernisation Division, ABF. The Chair may nominate a proxy as required.
- 6.2 An industry representative may also be appointed as a Co-chair. The Co-chair position will be on a rotational basis, with a standard term of 24 months, unless otherwise agreed by the Chair and the Committee.
- 6.3 Members, through a nomination process supported by the ABF Secretariat, will vote on the industry Co-chair position. The ABF Secretariat will circulate a nomination form to all members, with a period of 10 business days provided for submissions. Where only one nomination is received, the nominee will be unopposed and endorsed as Co-chair and no voting process will be required. Where multiple nominations are received, a voting process will be conducted, with members provided 10 business days to cast their vote. The ABF Secretariat will advise members of the outcome following completion of the process.
- 6.4 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;
 - c) Set meeting schedules and frequency, including authority to call extraordinary meetings as required;
 - d) Approve agenda items sponsored by members; and
 - e) Approve additional attendees for full meeting attendance on an exception basis having regard to the need to maintain equitable participation and a strategic focus.

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) Provide input into and sponsor agenda items for meetings;
 - c) Progress action items where assigned;
 - d) Share information to facilitate open and productive collaboration, within legislative and commercial in confidence confines;
 - e) Ensure organisational positions are coordinated internally and represented through the nominated primary representative;
 - f) Identify and manage any actual, potential, perceived (prior or future) conflict of interest that may arise in connection with NPFC. Where a conflict exists or may reasonably be perceived to exist, members must advise the Chair and Co-chair as soon as possible and declare the conflict at the relevant meeting. Member organisations and government agencies remain responsible for implementing appropriate internal arrangements to manage conflicts of interest and ensure participation in NPFC activities remains consistent with the strategic purpose of the Committee;
 - g) Where a conflict of interest arises, the Chair, in consultation with the Co-chair, has the authority to determine and implement any appropriate steps required to manage the conflict
 - h) Represent the organisations strategic interests while ensuring discussions remain focused on system wide outcomes and do not promote individual commercial or competitive positions; and
 - i) Ensure that any additional attendees, including contractors or external advisors participate only for relevant agenda items unless approved in accordance with the Terms of Reference.

8. Role of the Secretariat and administration

8.1 The ABF will be responsible for Secretariat and administration of the NPFC including:

- a) Meeting logistics, including reviewing, collating and distributing agendas, submissions, and policy advice to members;
- b) Meeting and membership management, including maintaining and updating of the NPFC membership list and attendance in accordance with the Terms of Reference;
- c) Recording meeting minutes and/or action items; and
- d) Ensuring strategic alignment with outcomes of the ICAO Facilitation Panel and the International Aviation Transport Association (IATA)/Control Authorities Working Group (CAWG).

9. Meeting procedures

9.1 **Attendance at meetings:**

- a) Each member organisation and government agency will nominate one primary lead representative to attend NPFC meetings (excluding the Secretariat).
- b) A proxy may attend in place of the primary representative where required, in accordance with clause 5.
- c) Additional attendees may participate for specific agenda items where subject matter expertise is required. These attendees are to participate only for the duration of the relevant agenda item in accordance with clause 7.
- d) Additional attendees seeking to attend the full meeting must be agreed in advance by the Chair or Co-chair

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

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

9.4 **Agenda:** The agenda for NPFC meetings will be approved by the Chair and Co-chair. Members may propose items for inclusion. The draft agenda will be provided to all members four weeks prior to each meeting. Members may provide comments on the draft agenda until two weeks prior to each meeting.

9.5 **Agenda papers:** The agenda papers and supporting documents will be provided to members at least one week prior to each meeting, as part of the Member Meeting Pack.

9.6 **Minutes and recordings of the meeting:** A summary of outcomes will be distributed to members within four weeks of each meeting. Recordings and transcripts of NPFC meetings may be used to support broader information sharing with relevant stakeholders from member organisations who are not in attendance. Members will be advised where recordings may be used for these purposes.

9.7 **Decisions:** The purpose of the NPFC is to facilitate engagement and consultation between government agencies and aviation industry representatives. Discussion will support considerations for aviation traveller facilitation and related initiatives.

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 facilitate 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 endorsed by the NPFC.
- 11.5 The NPFC working groups will undertake detailed work, including consultation, guided by the NPFC.
- 11.6 The working groups will report regularly to the NPFC.
- 11.7 The NPFC may dissolve any or all NPFC working groups on the completion of the specified project or at any time as determined by the NPFC.
- 11.8 Participation in NPFC working groups will ordinarily occur through nominated member organisations and government agencies. Additional attendees including subject matter experts, technical specialists, project officers, contractors or advisors may participate in support of a member organisation or government agency where their expertise is relevant to the objectives, workstreams or deliverables of the working group. Such participation is subject to the attendance requirements set out in clause 5.6 and does not constitute separate membership of the working group.

12. Review of the Terms of Reference

- 12.1 The Secretariat will undertake regular reviews 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

- 13.1 Amendments and variations to the Terms of Reference that are considered substantial to the content or intent are included in the document control table below. All substantial changes will be circulated to 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
0.5	August 2026	5.1, 5.4, 5.6, 6.4, 7.1, 8.1, 9.1, 9.6, 9.7 and 11.8	Updates and additions to Membership, Chair and Co-chair arrangements, Role of Members, Role of Secretariat and administration, meeting procedures and Working groups clauses.	11 September 2026	Chair/Co-chair	4 August 2026
0.4	April 2026	6.2, 6.3 and 9.1	- Updated the Co-chair term to 24 months, consistent with NPFC agreement. - Clause 6.3 to include Co-chair nomination and voting process - Original clause 6.3 moved to clause 6.4	8 May 2026	Chair/Co-chair	8 May 2026
0.3	September 2025	5	Addition of a review timeframe, refining of Scope and authority.	30 September 2025	Chair/Co-chair	13 October 2025
0.2	February 2025	2, 3, 4 and 12	- 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		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 (Co-chair)

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