

## Minutes of the Joint Meeting of the Civil Aviation Authority and the Aviation Community Advisory Group

<b>Date:</b>	Wednesday 13 November 2024
<b>Venue:</b>	Asteron Centre, Wellington
<b>Attending:</b>	<b>ACAG:</b> Qwilton Biel, Mark Blanchard, Bob Henderson, Don McCracken, Michael Robinson, Dylan Robinson, Chris Hoffman, Chris Jackson  <b>CAA:</b> Keith Manch, John Kay, David Harrison, June Ralphs, Stu Worden, Sophie Kelsall, Jo Nicholas, Lucy Damaceno, Gill Aimer, Xavier Rauch  <b>MoT:</b> Gary Tonkin

### 1. Welcome

John Kay opened the ACAG meeting by welcoming attendees.

### 2. Apologies

Mike Hill (CAA,) Billie Moore (Airports,) Peter Merwood (Flying NZ,) Steve Kelly (Air NZ), Simon Wallace (AIA)

### 3. Minutes of previous meeting

The minutes from the previous meeting were agreed as accurate and complete bar one amendment, and actions resolved. ACAG made one amendment to page 1 in reference to item 2 “Apologies” Reuban was present at June’s ACAG meeting instead of Chris Hoffman.

ACAG requested an update on some of the closed actions from June’s ACAG meeting:

- **RSVM height monitoring:** A point of contact has now been established at Airways. They have agreed to undertake this work but are yet to establish a mechanism for this to happen or whether there will be charges.
- **EMPIC medical module:** ACAG requested an update on EMPIC and the intentions for AMEs to use it. CAA confirmed that AME can continue to use the tools they currently use. EMPIC is not a barrier to the market to provide other suitable medical tools.
- **Certification Timelines:** The group discussed the challenge of reporting measures for certification activity, with ACAG highlighting the usefulness of a dashboard to measure the increase or decrease in certification timeframes. CAA confirmed they are exploring options but can’t prioritise this at the moment. CAA report quarterly to Minister on timeframes. Action: CAA to share Annual Report and SOI with ACAG. (Action resolved on 10/12/2024)

### 4. Update and discussion items

The following updates were provided and discussed.

#### A. Funding review

- B. The group received an update from the CAA on the Funding Review. 126 public submissions have recently been reviewed, analysed and preferred options presented to the Minister. A final decision is to be made before Christmas 2024.

CAA highlighted that the final proposal includes options to reduce proposed rates and find modest reductions.

CAA have advised the Minister that any proposed increases must be communicated to the sector as soon as possible. Changes are intended to come into force from 1 July 2025 for 2 years. In early 2025 CAA will conduct a *First Principals Review* on how costs are recovered as well exploring alternative mechanisms and appropriate cost recovery vehicles.

CAA confirmed that advice to the Minister could allow for any potential FPP savings to be passed on through the pricing review post-cabinet.

### **C. Flight plan programme**

CAA provided a further update to previous information shared by Keith during an out of cycle online meeting with ACAG in October. The internal consultation period has been extended from Friday 8 November to Friday 15 November.

There has been a high level of engagement, which will be carefully analysed. Final decisions will be communicated to CAA by Thursday 19 December. However, if some of the feedback is fundamental to some of the proposals, further internal consultation may be required, and deadlines may be extended. The EOI process for staff whose roles have been disestablished will take place at the end of January 2025. Implementation will coincide with the Act implementation in early April 2025.

CAA highlighted that the changes they hope to achieve through the flight plan is a longer-term change. The aim being to be efficient and effective with current staffing resources and without unnecessary regulatory burden on the sector.

Keith addressed the media coverage triggered by AIA's media statement about the Flight Plan Consultation process, noting that information had been deliberately shared with ACAG, including when the change proposal was released. CAA added that it isn't appropriate to share detailed change processes effecting people in the organisation.

ACAG shared concerns around the challenge a restructure presents to developing a new culture with the same staff. Keith confirmed the change involves roles and not people specifically. The structural changes are the beginning of the programme. CAA will be looking at changing ways of working to be embedded over time.

ACAG emphasised that any form of restructure causes stress and expressed concern for CAA staff but also added that it could lead to disruptions in performance. ACAG enquired what support and resources are in place to ensure operational delivery is still supported.

CAA acknowledged significant impacts on people and confirmed support mechanisms are in place including change management teams dedicated to supporting the change. CAA also confirmed that frontline inspectorate is not being disestablished. However, new line management structures are being proposed to offer more flexibility. CAA also stressed that changes aren't being driven by central government to cut costs, but to be more efficient in supporting the needs of the sector. The intention is to retain as many staff as possible.

### **D. Act Implementation**

The group received an update on the Rules re-make. CAA thanked those who fed back on the Rules at the end of October. Feedback on terminology and definitions is currently being incorporated. However, some feedback was wider than the scope of the rules and will be assessed through the issue assessment process. CAA are in the process of working with the Ministry to finalise rule objectives and include changes from the Assorted Issues project into the Rules re-make. The Minister will have all 50 Rules to sign in the week commencing 9

December. The draft Rules will stay on the CAA website until the Rules are made and these will come into effect on 5 April.

CAA emphasised they want to give the sector as much certainty of new rules, especially for renewals and other approvals and confirmed that applications submitted up until 4 April will be processed under the rules in force at the time. There are also CAA notices that will be reissued under new Act. Currently, operational processes and work tools are being developed to support inspectors approve DAMPs. Training will commence in the new year. The website will be continually updated as new materials become available.

The group received an update from the Ministry of Transport (MoT) on the Minister's initiative to investigate alternatives for aviation security delivery services. MoT thanked organisations who submitted for consultation. The feedback has been analysed and advice is with the Minister to indicate next steps in December or the early new year.

MoT also updated on the implementation of the Independent Reviewer function. 60 applicants applied to be the independent reviewer; 8 interviews are set to take place over next few weeks. The reviewers and regulations for the function need to be in place before it starts, by around April 2025. MoT confirmed that medical decisions are excluded from the scope and the medical convenor will continue to be a process to review those decisions.

#### **E. International activities**

CAA provided an update on recent international activities. This included the ICAOs 14<sup>th</sup> Air Navigation Conference where NZ presented a paper on the ICAO audit.

CAA also attended the conference of Directors General of Civil Aviation in the Philippines. The key outcome was the chance to engage with like-minded states including 10 side meetings on a range of topics including the RCMTF proposals for an APAC commission. CAA are starting to plan for 2025 ICAO Assembly and starting to think about papers, positions to be discussed with international partners.

#### **F. Update on Assorted Issues**

As mentioned, Assorted Issues is currently being streamlined into the Rules remake process. CAA confirmed they have incorporated lots of feedback as a result of the most recent NPRM consultation. There is still some work to do on notices for night vision systems and crew member definition, which CAA will engage with sector on.

#### **G. Flight Test remedial training**

The group received an update from DCE Dave Harrison on Flight Test remedial training. Trends indicate that over last few years there has been a significant growth in the number of flight test retests. Accident statistics show poor performance through exams and training with issues not always being addressed after accidents. It is clear organisations don't have the expertise or training to log issues. CAA have revised the AC to provide more guidance on requirements and will start to monitor that flight training organisations are embedding better remedial training practices. CAA could start to review after 3 failed tests. The group discussed whether there were any patterns in the selection and training processes, and the extent to which issues were systemic rather than individual students.

### **5. Matters raised for discussion by ACAG**

#### **A. Aviation Security Consultation**

MoT gave an update on the Aviation Security Consultation. The consultation is now closed, and MoT are currently analysing the feedback of 17 submissions and developing options for the Minister to consider in the next few weeks. They hope to receive the Minister's view prior to Christmas. Many different views were provided in the submissions.

CAA will continue BAU in terms of business planning in the future as any changes would take time to implement. CAA confirmed they will follow up with MoT once the Minister has released his considerations.

#### **B. Circuit Certainty Seminars and associated GAP video**

ACAG provided positive feedback on the GAP booklet and commended presenters who delivered the seminars. ACAG encouraged CAA to publish the messaging through Vector. ACAG inquired if a target audience had been missed with controlled aerodromes who interface with uncontrolled aerodromes. CAA agreed this would have been a good approach but with resource constraints, the focus is on uncontrolled aerodromes. CAA are exploring online sessions and further work with Massey to assess success rates. ACAG mentioned they are happy to distribute GAP information through other means to target those not often on CAA website.

#### **C. Dangerous Goods**

ACAG raised training approvals for dangerous goods and asked if the risk involved outweighs the energy expended on this subject, especially for operators that don't carry dangerous goods cargo.

CAA explained that all operators, whether involved in the transportation of dangerous goods or not, should have an awareness. Dangerous goods training is an ICAO standard that has been changed to a competency-based course. Organisations were informed of the changes and asked to update training to a competency-based framework, which in most cases, hasn't happened. This now means that the courses they offer are no longer compliant. ACAG fed back that training is disproportionate to the risk. There are varying risks across the sector and training needs to be relevant to the sector. CAA confirmed the training is risk based and covers the wider principals of dealing with dangerous goods. However, CAA are flexible around training delivered by IATA rather than ICAO and recommend organisations should consult with the chief advisor dangerous goods to understand the best approach to training for each sector. CAA confirmed there may be room for scalability with regards to training, so it becomes less onerous for small operators. Action: CAA to provide ACAG with the vector article etc that communicated this to the sector. (Action resolved on 10/12/2024)

#### **D. Airline examiners providing IFR renewals to pilots**

CAA confirmed they will clarify that airline pilots with the right competencies can do an IFR renewal. CAA aim to publish an AC towards end of year.

#### **E. Aerospace strategy**

[for official use only] The group received an update from DCE John Kay on the NZ Space and Advanced Aviation Strategy 2024 to 2030. This is led by MBIE and sets out the steps Government is taking to support the development of the space and advanced aviation sectors. John Kay outlined the key workstreams under the strategy. This included:

- Work relating to the interface between space and high-altitude operations
- Creating dedicated areas of airspace to provide a safe sandbox for testing and trialling
- Developing a new experimental rule part to allow evolution of R&D without multiple approvals
- Reviewing the boundaries between Part 101 and 102 operations based on risk to reduce the number of operations requiring a Part 102 certificate.

ACAG expressed the desire to be more involved in discussions. CAA agreed to raise this with MoT. Action: Standing item on agenda for next ACAG meeting. (Action resolved)

#### **6. Afternoon tea break**

## **7. Overview of the National Aviation Safety Plan, the State Safety Programme and the upcoming ICAO audit**

- **The ICAO Safety Audit 2025**

ACAG received an overview on the 2025 ICAO Safety Audit happening over a 2-week period in mid July 2025.

The Audit is a significant undertaking for the Authority, whereby 7 international auditors will interview the CAA and the Transport Accident Investigation Commission on approx. 800 protocol questions on the safety oversight of NZ. Protocol questions vary from Legislative to Organisational, including questions on the management structures internally who oversee this work, right through to operational areas. Auditors will visit various organisations to assess how NZ oversees regulation within the sector. However, CAA will contact those participants in advance.

- **Update to the 2018 State Safety Programme (SSP)**

CAA gave an overview of the update to the 2018 SSP. The SSP describes NZ's state safety management system and outlines the systems and structures required to support this. The SSP is a state document owned by the Ministry and requires sign off from the Minister in July 2025. The SSP is being developed to align with ICAO critical areas and draws on the Australian model. A cross agency coordinated committee has been established involving a range of external agencies. The SSP is currently at draft stage being reviewed by the cross-agency group. New Zealand's implementation of the SSP will also be included in the ICAO Safety Audit in July 2025. As the SSP is a description of the New Zealand's aviation safety regulatory system, CAA confirmed the sector won't be involved in its development.

- **National Aviation Safety Plan (NASP)**

The group received an overview of the NASP. Currently CAA are developing a NASP as NZ doesn't have one. A NASP is a State-level plan to improve aviation safety over a fixed time-period. Unlike the SSP, which describes *how* the State manages safety, the NASP sets out *what* the state will do to enhance safety over a 3-year timeframe. The aim of the NASP is to develop a set of safety actions NZ can embed as a state. The NASP considers global, regional and national safety risks, and the latter are drawn from sector-based risk profiles developed by the CAA Intelligence team, which offers a clear context of our current risk factors.

The group discussed methods to measure effectiveness in the Aviation system, which may be confronting for some of the sector. CAA confirmed the NASP will outline new initiatives to mitigate such risks, with checkpoints to ensure effectiveness. Similarly to the SSP the NASP is a state document that needs to be signed by the Minister.

## **8. Next Meeting**

Next meeting to be March 2025