



Australian Space Agency Charter

1. Introduction

The Australian Space Agency (the Agency) was established by the Australian Government as an ongoing entity on 1 July 2018. It was established to put in place a long term structure to support the growth and transformation of Australia's space industry.

The Agency is a non-statutory, whole-of-government entity located within the Department of Industry, Innovation and Science (the Department). The statutory basis for the Agency will be considered after a review of its operations, which will commence within four years of its establishment. This review will be considered by the Prime Minister.

The Agency Charter (the Charter) provides a high-level, strategic overview of the Agency's purpose, responsibilities and governance structure. It is informed by the draft charter provided in the Review of Australia's Space Industry Capability (the Review) and the Government Response to the Review. The Charter supports, but is not intended to replace, other strategy and governance documents, including the Agency Advisory Board's (the Advisory Board) Terms of Reference.

The Charter is approved by the Minister responsible for civil space activities (the Minister). At the discretion of the Prime Minister, the Prime Minister may also approve the Charter. The Head of the Agency (the Agency Head), in consultation with the Agency Advisory Board, may make operational changes to the Agency's Charter. Where substantive changes to the Charter are proposed, the Minister must be consulted.

2. Purpose

The Agency's purpose is to transform and grow a globally respected Australian space industry that lifts the broader economy, inspires and improves the lives of Australians – underpinned by strong international and national engagement.

The Agency is the front door for Australia's international engagement on civil space and operates as the national priority setting mechanism for the civil space sector. The Agency ensures that Australia's civil space activities contribute to productivity and employment across the Australian economy, secure new knowledge and capability, and inspire all Australians.

3. Values

The Agency is committed to the Australian Public Service Values and Code of Conduct and the values of the Department. In every step of its work, the Agency will also be guided by its space industry values:

- Responsible – Australia as a responsible global citizen committed to safe and secure operations in space and on earth.

- Shared ambition – Building strong partnerships to realise shared ambitions.
- Trust and integrity – Building trust and respect within the Agency and with our partners.
- Entrepreneurial spirit – Embracing risk and an entrepreneurial approach.
- Inclusive – Valuing our differences and drawing strength from diversity.
- Passion – Dedicated to our purpose, curious to push the boundaries of our knowledge and constantly strive to be at the forefront of space industry development.

4. Roles and Responsibilities

The Agency is responsible for whole-of-government coordination of civil space matters and is the primary source of advice to the Australian Government on civil space policy. Under this broad mandate, the Agency has six primary responsibilities:

1. Providing national policy and strategic advice on the civil space sector.
2. Coordinating Australia's domestic civil space sector activities.
3. Supporting the growth of Australia's space industry and the use of space across the broader economy.
4. Leading international civil space engagement.
5. Administering space activities legislation and delivering on our international obligations.
6. Inspiring the Australian community and the next generation of space entrepreneurs.

5. Governance

The Agency is located in the Department as a non-statutory, separately branded function. To remove ambiguity, the Secretary of the Department is the relevant Accountable Authority.

The Agency's governance structure is centered on the roles of the Agency Head, Deputy Head and the Advisory Board.

5.1 Agency Head

The Agency Head is appointed by, is accountable and reports to, the Minister. The Agency Head is prescribed as an official by the Secretary of the Department to enable the exercise of certain powers and functions under the *Public Governance, Performance and Accountability Act 2013 (PGPA Act 2013)*, where appropriate.

The Agency Head is responsible for overall governance and performance, management, policy leadership and strategic direction of the Agency.

5.2 Deputy Head

The Deputy Head of the Agency is a Senior Executive Service (SES) officer from the Australian Public Service and reports to the Agency Head. The Deputy Head has oversight of strategy, policy and day-to-day operations of the Agency, and supports the Agency Head in monitoring the performance of the Agency.

5.3 Advisory Board

The Advisory Board is a non-statutory, independent, skills-based board that provides advice to the Agency Head. The Advisory Board's purpose is to review and advise the strategic direction and performance of the Agency, and to support the Agency to achieve its purpose. It is not a decision-making body, and has no governing legislation.

The Advisory Board may have up to ten members. Members are appointed by the Minister, on recommendation by the Agency Head. At the discretion of the Prime Minister, the Prime Minister may also approve members. Ex-officio members may also be appointed including the Secretary of the Department or a delegate, and a senior Department of Defence representative with responsibilities that include space.

Appointments will be for a period of up to three years. The Minister may extend the appointments of Advisory Board Members by up to two years. There is no limit to the number of times the Minister may extend appointments. The Chair is the only Advisory Board member to be remunerated at a daily rate consistent with similar advisory boards in the Industry, Innovation and Science portfolio and consistent with the Remuneration Tribunal.

The responsibilities of the Advisory Board will be outlined in the Advisory Board's Terms of Reference. The Terms of Reference will be formulated to be consistent with the Charter. At the discretion of the Prime Minister, the Prime Minister may also approve the Terms of Reference.

5.4 Consultation mechanisms

The Agency has close linkages and works in partnerships with government agencies involved in space activities to ensure a whole-of-government approach is taken in respect of civil space activities. To meet its responsibilities, the Agency also works with a wide range of stakeholders, including industry, state and territory governments, Australian Government departments, researchers and international organisations. Collectively, this engagement will ensure that the Agency is informed by industry relevant issues and able to provide one voice for the civil space sector.

Engagement mechanisms include the Australian Government Space Coordination Committee, the Space Industry Leaders Forum and the State and Territory Space Coordination Meeting. The Agency may also establish, from time to time, expert review groups to support the activities of the Agency. The Agency will also leverage existing consultation mechanisms as required, including the Council of Australian Governments (COAG) Industry and Skills Council and the Commonwealth Science Council.

5.4.1 Australian Government Space Coordination Committee (SCC)

The Agency will coordinate civil space activities with other Australian Government departments and agencies through the SCC.

The purpose of the SCC is to coordinate and discuss whole-of-government policy settings on civil space activities. It is open to all relevant Australian Government departments. The SCC is chaired by the Agency (generally the Deputy Head) and functions as an interdepartmental committee comprising senior official representation from across the Australian Government. The responsibilities of the SCC will be outlined in the SCC's Terms of Reference.

The SCC meets approximately once per quarter, although fewer or more meetings may occur as required. The SCC may also be supported by technical working groups including, but not limited to, earth observation, space law, position-navigation-timing, satellite communications and critical infrastructure.

5.4.2 Space Industry Leaders Forum (*the Forum*)

The Agency will establish and facilitate the Forum as the primary mechanism for engagement and coordination with the space industry within Australia. Members of the Forum will be invited by the Agency Head. The Chair of the Forum will be appointed by the Agency Head. Membership will include industry representatives, academia, relevant industry associations and other non-government space organisations.

The purpose of the Forum is to assist the Agency with the business and technological aspects of the space industry and to provide input into national civil space strategy and policy. The Forum is not a decision making body, nor lobby group, and does not replace the role of trade associations.

5.4.3 State and Territory Space Coordination Meeting (*S&T Meeting*)

The states and territories play a key role in the national space enterprise. The Agency will engage closely with states and territories to support national space policy and strategy, coordinate activities and provide one voice for Australia's civil space sector.

The Agency will establish a regular S&T Meeting to support active engagement with states and territories.

6. Performance and Reporting

The Agency will develop and report against key performance indicators consistent with the Agency's purpose and responsibilities, and report against these annually. These may be provided through specific Agency documents or reported to government through the Department.

6.1 Reporting through the Department

The Agency will contribute to the Department's reporting arrangements under the *PGPA Act 2013* and other Departmental processes as required. The Agency will not duplicate any performance reporting carried out by the Department.

6.2 Reporting to Government

The Agency will provide an update on the Agency's activities at least once a year to government. The update will focus on key achievements against the Agency's purpose, key performance indicators, and include its forward strategy. The Agency will also produce the State of Space Report, documenting the Australian Government's activities in civil space for each calendar year.