
Cessnock City Council

Cessnock Airport Operational Policy

Date Adopted **19/08/2021** Revision: **3**

1. POLICY OBJECTIVES

1.1. This policy seeks to achieve the following objectives:

- 1.1.1. that Cessnock Airport is a safe and complying facility that minimises negative impacts on residential amenity;
- 1.1.2. promote a greater awareness of aviation safety;
- 1.1.3. promote Cessnock Airport as the gateway to the Hunter Valley; and
- 1.1.4. to promote economic and tourism development across the local government area;
- 1.1.5. to attract adequate funding to ensure that Cessnock airport is safe and compliant and has the resources to create a sustainable revenue stream;
- 1.1.6. foster a greater level of communication between Council and all airport Users.

2. POLICY SCOPE

2.1. This policy applies to all Users of Cessnock Airport including pilots, owners, tenants and operators, and staff that implement this policy.

3. POLICY STATEMENT

3.1. Council is committed to achieving the Civil Aviation Safety Authority (**CASA**) standards of compliance, and have a safe, well-planned and serviced aerodrome facility managed in a manner that attracts environmentally responsible economic development opportunities to the Cessnock region.

4. GENERAL AVIATION OPERATIONS

4.1. All aviation and non-aviation activities approved are subject to the terms and conditions of Council, Air Services Australia, the Civil Aviation Safety Authority (**CASA**), and the controlling sports aviation body.

4.2. All aircraft pilots operating within the Cessnock Airport airspace and Cessnock Common Traffic Advisory Frequency zone (**CTAF**), are to conform to the *Civil Aviation Regulation 1988* (Cth) (**CAR**) and associated documents, and *Air Services Regulations 2019* (Cth) for operations within a CTAF. Reference is made to CAR 166(1) and AIP ENR 1.1 - 57, part 52.

4.3. The airport is to be maintained and operated by Council in accordance with CASA's model Part 139 Manual of Standards for Aerodromes and this model has been utilised in developing Council's Cessnock Aerodrome Manual (**Manual**).

4.4. To ensure that there is a long-term future for all activities at Cessnock Airport, and to also ensure that there is minimal disruption to the lifestyles of the residents living on the airport boundary and within the airport circuit area, Council is committed to enforcing measures that preserve as much as possible the lifestyles of the local residents directly affected by airport operations. As a result, all Users are expected to fly neighbourly when using Cessnock Airport as outlined in this policy, the Manual and the Cessnock Airport Operational User Guidelines.

5. PERMITTED AIRPORT AND AIRSPACE USES

5.1. The following uses of Cessnock Airport are permitted:

- 5.1.1. Aviation operations;
- 5.1.2. Mechanical repairs of aircraft and other equipment;
- 5.1.3. Motor vehicle testing;
- 5.1.4. Filming and events;
- 5.1.5. Any other uses the General Manager deems appropriate.

5.2. The following airspace uses of the Cessnock Airport are permitted:

- 5.2.1. Flying training, air charter, general aviation and Regular Public Transport (**RPT**) operations;
- 5.2.2. Hot air ballooning operations;
- 5.2.3. Ultralight and microlight operations;
- 5.2.4. Gyroplane operations;
- 5.2.5. Air displays and competitions including parachuting.

5.3. The permitted uses of Cessnock Airport noted in clauses 5.1 and 5.2 are subject to restrictions and requirements as outlined in the Manual and the Cessnock Airport Operational User Guidelines.

5.4. The administration of Cessnock Airport, including requests and applications for its use shall:

- 5.4.1. Be in the best interests of the Cessnock community;
- 5.4.2. Consider the current and future needs of the aviation industry in Cessnock;
- 5.4.3. Consider costs implications for all airspace Users;
- 5.4.4. Consider adopting proven national and international best practice airspace systems adapted to benefit the aviation environment in Cessnock; and
- 5.4.5. Take advantage of advances in technology wherever practicable.

6. RESPONSIBILITIES

6.1. The elected Council

- 6.1.1. Allocate adequate funding to ensure that Cessnock airport is safe and compliant and has the resources to create a sustainable revenue stream.

6.2. Compliance, monitoring and review

- 6.2.1. The General Manager is responsible for determining the permitted uses of Cessnock Airport noted in clauses 5.1 and 5.2.
- 6.2.2. The Airport Manager is responsible for monitoring the implementation of this policy with a view to ensure that it remains consistent.
- 6.2.3. The Airport Operations Coordinator is responsible for:
- a) monitoring the implementation of this policy and the Manual, with a view to ensure that it remains valid,
 - b) conducting operations in accordance with this policy,
 - c) determining requests and applications for the use of Cessnock Airport and airspace, and
 - d) ensure users follow the Cessnock Airport Operational User Guidelines.

6.3. Reporting

- 6.3.1. The Airport Operations Coordinator will present six monthly reports on Airport activities and development to Council's Executive Leadership Team.

6.4. Records management

- 6.4.1. Staff must maintain all records relevant to administering this policy in accordance with Council's Record Management Policy.

7. POLICY DEFINITIONS AND ABBREVIATIONS

Act	Means <i>Local Government Act 1993</i> (NSW)
Airport Manager	As of the date of this policy, the Airport Manager is the Works and Operations Manager
CAR	Means <i>Civil Aviation Regulation 1988</i> (Cth)
CASA	Means Civil Aviation Safety Authority
Council	Means Cessnock City Council
CTAF	Means Common Traffic Advisory Frequency
RPT	Means Regular Public Transfer
Users	Means aircraft pilots, owners, tenants and operators

8. POLICY ADMINISTRATION

Business Group	Works and Infrastructure
Responsible Officer	Works & Operations Manager
Associated Document (if any, reference document(s) number(s))	Cessnock Aerodrome Manual Cessnock Airport Operational User Guidelines DOC2020/053956
Policy Review Date	Three years from date of adoption unless legislated otherwise
File Number / Document Number	DOC2020/146753
Relevant Legislation and directives	<ul style="list-style-type: none"> ▪ <i>Civil Aviation Act 1988</i> (Cth) ▪ <i>Civil Aviation Regulations 1988</i> (Cth) ▪ <i>Civil Aviation Safety Regulations 1998</i> (Cth) ▪ <i>Air Services Regulations 2019</i> (Cth) ▪ Australian Rotorcraft Association Regulations and Directives ▪ Civil Aviation Orders ▪ Hunter Regional Plan 2036
Relevant desired outcome or objectives as per Council's Delivery Program	To provide accessible infrastructure, services and facilities to the community
Related Policies / Protocols / Procedures / Documents (reference document numbers)	<ul style="list-style-type: none"> ▪ Records Management Policy (DOC2019/038769) ▪ Cessnock Airport Strategic Plan 5/02/2020 (DOC2018/032811) ▪ Airport Emergency Plan (DOC2019/017179) ▪ AIP ENR (Aeronautical Information Package, En Route) ▪ Recreational Aviation Australia (RAAus) Operations Manual ▪ En Route Supplement Australia publication ▪ CASA Aerodrome Manual

9. POLICY AUTHORISATIONS

No.	Authorised Function	Authorised Business Unit / Role(s)

10. POLICY HISTORY

Revision	Date Approved / Authority	Description Of Changes
1	12 December 2007	139/2007 Adopted
2	20 June 2012	QS42/2012 Amended
3	20 November 2014	Executive Amended
4	30 April 2020	Review of Policy
5	19 August 2021	Review of Policy