
Cessnock City Council Cessnock Airport Operational User Guideline

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ACCRONYMS

ACT	Federal Legislation	CAR	<i>Civil Aviation Regulation 1988</i> (Cth)	GTW	Gross Take-Off Weight
AAL	Above Airfield Level	CASA	Civil Aviation Safety Authority	VHF	Very High Frequency air band radio
AGL	Above Ground Level	CTAF	Common Traffic Advisory Frequency	RPT	Regular Passenger Transfer
AIP	Aeronautical Information Publication	DST	Daylight Savings Time	EDT	Eastern Daylight Savings Time
AOC	Air Operator's Certificate	ENR	En Route Regulations	EST	Eastern Standard Time
CAO	Civil Air Order	ERSA	En Route Supplement Australia		

1. GUIDELINE OBJECTIVES

- 1.1.** This guideline supports the implementation of the Cessnock Airport Operational policy and in doing so, achieving its objectives. As a result, this guideline sets the following objectives:
- 1.1.1. provide for the successful integration of the large number of diverse aviation activities at Cessnock Airport;
 - 1.1.2. provide guidelines for each approved aviation-related activity to allow for the successful integration of each activity into the whole airport environment;
 - 1.1.3. provide guidance to Users on how to fly neighbourly;
 - 1.1.4. provide for all Users, a comprehensive outline of the Cessnock Airport Emergency Plan and the steps for implementing this plan;
 - 1.1.5. provide for all current and future Users a comprehensive overview of the services and facilities available at Cessnock Airport;
 - 1.1.6. foster a greater awareness of aviation safety;
 - 1.1.7. foster a greater level of communication between Council and all airport Users.

2. GUIDELINE SCOPE

- 2.1.** This guideline applies to all Users of Cessnock Airport including pilots, owners, tenants and operators and their staff/agents, and Council staff that implement this guideline.

3. FLY NEIGHBOURLY

- 3.1.** While residents and local businesses generally accept aviation activities in the area, there are concerns over aircraft noise intrusion on their lifestyle generated from the use of Cessnock Airport.
- 3.2.** All Users undertaking aircraft and aviation related activities in the Cessnock Airport circling area and environment are expected to fly neighbourly to a distance of 3 nautical miles from the airport, including the City of Cessnock, as part of the terms and conditions of their use of the airport.
- 3.3.** The main population areas impacted by the airport operations are:
- 3.3.1. the Village of Nulkaba and the City of Cessnock - located to the south of the airport in a direct line on the extended centreline of runway 17\35;
 - 3.3.2. the Lovedale community – to the east of runway 17\35; and
 - 3.3.3. the Pokolbin community – to the west of runway 17\35.
- 3.4.** Other groups impacted both immediately around the airport boundary and in the circuit area include:
- 3.4.1. small-large rural-residential holdings,
 - 3.4.2. wineries,
 - 3.4.3. major hotels and accommodation, and

3.4.4. boutique accommodation.

- 3.5. All flights are to be confined to reasonable hours, i.e. after 07:00 hours local time. Circuit training to be carried out between 07:00 and 22:00 hours local.
- 3.6. Night circuit flying is restricted to flying only from last light to 22:00 hours local time EST and 2300 EDT. Night visual flight rules, navigation flights and charter flights using Cessnock Airport for departure and arrivals will have minimal effect, and can operate outside these hours. Requests extended night circuit flying out of these above hours can be made by completing the '*Request for Use of Cessnock Aerodrome*' form.
- 3.7. Runway 35 is to be used for departures and arrivals in nil wind, light and variable conditions, and where a crosswind is at 90 degrees to the runway. This will reduce the noise level experienced by residents of Nulkaba.
- 3.8. Continuous low flying and aerobatic flying over farm houses or farm sheds is to be avoided at all times. Aircraft in the circuit are to avoid flying at low level over the farm house immediately adjacent to the South West boundary of Cessnock Airport.
- 3.9. Maintain a minimum circuit height of 1000' AGL at all times except for emergency landing training in the designated Low flying areas.
- 3.10. Continuous flying over populated areas during training exercises is to be avoided at all times.
- 3.11. Transit over populated areas is to be no less than 1000' AGL and all pilots are encouraged to add an extra 500' to reduce noise effect.
- 3.12. Ultralight, powered weight shift aircraft and gyroplanes are to avoid flying within the circuit area, except for circuit training and when approaching for a landing.
- 3.13. Continuously flying over residential areas, including isolated farm houses and wineries is also to be avoided.

4. AIRPORT DATA

4.1. Airport technical and general information

- 4.1.1. This information will remain unchanged unless, as a result of an Airport Safety Inspection conducted by CASA, or further Obstacle Limitation Surface survey undertaken by a certified CASA consultant, it is found to require amendment.
- 4.1.2. **All airport Users are reminded that the confirmation of the accuracy of this data is the responsibility of the User.**

Airport Name	Cessnock
Call Sign	YCNK
State	NSW
Airport Location	S32deg 47.2 min, E151deg 20.5 min 30 sec
Cessnock CTAF	CTAF frequency 122.65 MHz
Airport Chart	SYDNEY WAC 3456
Airport Elevation	210 ft AMSL
Airport Charges	As per adopted Fees & Charges
Airport Operator	Cessnock City Council P O Box 152 Cessnock NSW 2325

4.2. Runway Information - RWY 17/35

Runway Bearing	RWY 17/35 - 174 degrees magnetic
Runway length and width	Tkof 17: Length 1097m x 30m wide Tkof 35: Length 1097m x 30m wide
Note: centre sealed section is on average 23 metres wide	
Slope	0.4% down to North
Length of Clearway	60m Southern End 60m Northern End
Length of Stopway	N/A
Dimensions of Runway Strip	Length 1217m x 90m wide
Pavement Surface/Strength	5700/450 (65 PSI)
Taxiway	7.5m to 8m wide, Sealed, Limited Code A aircraft
Main apron	55m x 45m

4.3. Lighting Information

4.3.1. Pilot activated runway lighting is installed, operating on a frequency of 119.6 mHz.

Runway	RWY 17/35 Lights 1097m x 34m RWY Threshold – green RWY End - red
Taxiway	18m wide, edges marked by blue lights on eastern taxiway. Western taxiway is unlit
Apron	55m x 45m Apron floodlit
Wind Indicator	Illuminated
Obstruction Lights	Red light on windsock / AWIS

Note: Refer to Air Services ERSA for all current runway distances and supplementary information.

5. GENERAL AVIATION COMPLIANCE REQUIREMENTS

5.1. All aviation and non-aviation activities approved by the Airport Operations Coordinator are subject to the regulations and conditions of Council, Air Services

Australia, the CASA, and the controlling sports aviation body. Each approval will have attached the relevant operational procedures.

- 5.2. Where Users fail to comply with the relevant requirements, and the Airport Operations Coordinator has determined that a minor breach has occurred, a caution may be given. This caution will be in writing and kept as a Council record in accordance with Council's Records Management Policy. Users that have received three cautions within a two year period will be suspended.
- 5.3. Where Users fail to comply with the terms and conditions of their approval(s) and the Airport Operations Coordinator considers the breach to be significant, they will terminate the approval.
- 5.4. The Airport Operations Coordinator has the authority to immediately suspend a User where a breach of safety occurs as such breaches are deemed significant breaches. In the event of a User being suspended for a safety breach, the Airport Operations Coordinator will provide the General Manager with a report within 24 hours of the suspension being given.
- 5.5. The Airport Operations Coordinator may also delegate the authority to suspend pursuant to clause 5.4 to the Airport Reporting Officers. The Airport Operations Coordinator must record delegating such authority each time it is delegated.

6. GENERAL REQUIREMENTS FOR AIRCRAFT OPERATIONS

- 6.1. Current height is 1000 feet AAL and all circuits are left hand on both runways for day operations for all aircraft. For night operations, the circuit direction is right hand for runway 35 and left hand on runway 17.
- 6.2. Aircraft conducting an instrument approach have right of way over all other aircraft.
- 6.3. Aircraft when over flying the circuit are to do so at 1500 feet AAL, and are to let down to circuit height on the "dead side" of the circuit. Descent in the active circuit is not permitted.
- 6.4. Aircraft joining the circuit without over flying, are to join on the crosswind or downwind legs at circuit height of 1000 feet AAL.
- 6.5. Joining the circuit on base leg or as a straight in approach on final leg, is not permitted, except in an emergency.
- 6.6. The carriage and use of the correct air band VHF radio as defined in the CAR is mandatory for all aircraft including vintage aircraft, ultralight, microlight and gyroplanes.
- 6.7. Cessnock Airport does not have an approved grass runway. No fixed wing aircraft is to use areas other than the designated tarmac runways 17/35, for take-off or landing. The Airport Operations Coordinator may approve, upon receiving a completed 'Request for Use' form, the use of the South Western grassed area for operations by ultralight and microlight aircraft on application for such operations for using the South Western grassed area for operations.
- 6.8. Helicopters may use the grass areas at all times. The grass areas are open to all fixed wing aircraft declaring an emergency.

- 6.9. Duty runway direction is to be observed at all times. No aircraft is to land contra to the aircraft traffic, except in an emergency. The duty runway direction is to be decided by wind direction and the aircraft traffic established in the circuit.
- 6.10. In nil wind, light and variable wind, or direct crosswind conditions, the duty runway is runway 35.
- 6.11. Aircraft with a maximum take-off weight of 5700 kg or less are to avoid using the runway for taxiing when the taxiways are serviceable. Aircraft in excess of 5700 kg are to use the runway for taxiing.
- 6.12. Helicopters air transiting, or hover taxing, are to do so in accordance with CAO 95.7.
- 6.13. Helicopters may land on the grassed area at the north eastern end of the airport and circuits are to be in accordance with AIP ENR 1.1-85, 87, & 88. **Note: helicopters are not required to fly a conventional fixed wing circuit pattern.**
- 6.14. All refuelling is to be done at fixed fuel facilities at the North-Eastern end of the Cessnock Airport. Aircraft are not to operate their engines during refuelling, unless permitted to do so by written permission from CASA. **Note: Turbine powered helicopters are permitted to 'hot refuel' under certain operational requirements. Refer to CAO 20.10, Hot Refuelling – Helicopters .**
- 6.15. All Users are required to report to Council's Airport Operations Coordinator any incidents or accidents that occur as a result of their operations, that cause damage to Cessnock Airport or injuries to staff, contractors, other Users, staff of Users or members of the public. A 'Cessnock City Council Incident' form can be obtained from the Airport Operations Coordinator or representative and is to be completed and returned to the Airport Operations Coordinator within 48 hours of the damage or injury occurring.
- 6.16. No User, without the prior approval of the Airport Operations Coordinator, is to conduct a flying display, parachute display or competition, an aviation related display, or a trade display that involves the exclusive use of any part of Cessnock Airport, airspace above the airport, or the assembly of more than 100 members of the public as spectators or participants. Approval must be obtained in writing from the Airport Operations Coordinator, at least 90 calendar days prior to the event. Users will be required to complete the 'Request for Use of Cessnock Aerodrome' form to request such an approval.
- 6.17. All Users operating on the airside movement areas of Cessnock Airport are required to wear high visibility vests or clothing with high visibility striping at all times.
- 6.18. All Users must provide evidence of appropriate insurance coverage as stipulated in their approvals.

7. FLYING TRAINING, AIR CHARTER AND REGULAR PUBLIC TRANSPORT (RPT) OPERATIONS

- 7.1. All flying training, air charter and RPT operations are subject to the approval of the CASA which grants approval to conduct these operations through the issue of an AOC.

- 7.2. Each User is subject to the conditions of the AOC and must operate in accordance with the conditions of the approval. CASA is responsible for ensuring that there is compliance with the conditions of the AOC.
- 7.3. Each organisation, holding an AOC issued by the CASA and approved to operate at Cessnock Airport by the Airport Operations Coordinator, will comply to the conditions of the Civil Aviation ACT and relevant regulations and also with the requirements of the Cessnock Aerodrome Manual.

8. PARACHUTE DROP AIRCRAFT OPERATIONS

- 8.1. Parachute drop aircraft operations will only be allowed as part of an air show or other organised event. Users must request permission for such operations when completing the '*Request for Use of Cessnock Aerodrome*' form for an air show or other organised event.

9. HOT AIR BALLOONING OPERATIONS

- 9.1. Users wanting to conduct hot air ballooning operations at Cessnock Airport are expected to complete the '*Request for Use of Cessnock Aerodrome*' form. In considering a request for balloon operations, the Airport Operations Coordinator will refer to the AIP ENR 5.5-6, subsection 3 Balloon Operations.
- 9.2. In reading this section reference is to be made to AIP ENR 5.5-6, Subsection 3.1.1C, 3.1.2 (b), (c), (d).
- 9.3. All balloons are to carry VHF radio and maintain a listening watch on the CTAF frequency when operating from the airport, or when flying within the Cessnock CTAF.
- 9.4. Balloon launches will only be permitted prior to 09:00 hours daily, unless otherwise authorised by the Airport Operations Coordinator.
- 9.5. Prior to landing on the airport, the pilot in command must obtain the permission of the Airport Operations Coordinator who will then alert all airport Users.
- 9.6. Balloon landing and launches will only be permitted on the grassed area on the north western side of the airport, unless otherwise approved by the Airport Operations Coordinator. Landing on the runway or taxiway is not permitted.
- 9.7. Balloon operations are not permitted during the arrival and departure of RPT or heavy aircraft traffic, or when an aircraft is conducting a published instrument approach procedure.

10. ULTRALIGHT AND MICROLIGHT OPERATIONS

- 10.1. The Airport Operations Coordinator may approve ultralight and microlight (powered weight shift aircraft) operations at the airport.
- 10.2. Microlight aircraft fall into the 480 kg or less GTW, or have a downwind leg airspeeds of 70 knots or less. While other aircraft with a higher GTW fall within the ultralight category.

- 10.3. Ultralight and powered weight shift aircraft with gross take off weights and downwind speeds of 70 knots or less, are to fly a close in parallel left hand circuit at 500 AAL.
- 10.4. Operations are restricted to daylight hours and in visual meteorology conditions (**VMC**), unless the aircraft and pilot are certified for flight at night or in IMC.
- 10.5. Local flying within the three (3) nautical mile radius circling area, is not permitted. Aircraft are to transit the circuit area only. Minimum height when transiting the circuit area is to be no lower than 500 feet AGL. It is recommended that ultralight and microlight aircraft, entering or departing the circuit, are do so at the normal general aviation aircraft circuit height of 1000 feet AAL.
- 10.6. Letting down to the ultralight\microlight circuit height is to be only on the “dead side” of the circuit.
- 10.7. All aircraft approved to use the airport are to be registered and the registration markings are to be displayed on the aircraft.
- 10.8. All ultralight and weight shift aircraft are to fly three (3) legs of the circuit and are to maintain not less than 500 feet AAL until on final approach.
- 10.9. To avoid lengthy delays to commercial GA aircraft, ultralight and weight shift aircraft are requested to give way to these aircraft, if the pilot in command judges it safe to do so.
- 10.10. Carriage and use of an air band VHF radio is mandatory for all ultralight and weight shift aircraft at Cessnock Airport.
- 10.11. Ultralight and weight shift aircraft are to be assembled and disassembled at the ultralight parking area on the grassed area at the end of Col Turnbull Parade. Vehicle access is restricted to this area and private vehicles must not enter any other part of the aerodrome. Only vehicles transporting aircraft are allowed in these areas. Visitor’s vehicles are to remain outside the airport boundary.
- 10.12. Ultralight and weight shift aircraft operations are to be restricted during the arrival and departure times of RPT and heavy aircraft traffic, or when an aircraft is conducting a published instrument approach.

11. GYROPLANES

- 11.1. Single and double place gyroplanes operating at Cessnock Airport must conform to the relevant Civil Aviation regulations, Orders and En-route regulations. These operations are also subject to the rules, regulations and directions of the Australian Rotorcraft Association.
- 11.2. Gyroplane operations are to be carried out in daylight hours and visual meteorology conditions (**VMC**) only.
- 11.3. Local flying within the three (3) nautical mile radius circuit area is not permitted. All aircraft are to transit the area.
- 11.4. Gyroplanes are to fly a close in parallel left hand circuit at a height of 500 feet AGL. Letting to gyroplane circuit height is to be on only on the “dead side” of the circuit. It

is required that gyroplanes entering or departing the circuit do so at normal circuit height of 1000 feet AGL.

- 11.5. Gyroplanes are to fly three (3) legs of the circuit at a height no less than 500 feet AGL until on final approach and use of air-band VHF radios is mandatory for all gyroplane operations.

12. AIR DISPLAYS

- 12.1. Air Displays and competitions may be permitted by the Airport Operations Coordinator on the condition that the User has received approval from the CASA, and the event conforms to Civil Aviation Order Section 29.4, Air Displays.
- 12.2. The User is to complete the Request for Use of Cessnock Aerodrome form and provide to the Airport Operations Coordinator no later than 180 calendar days prior to the event, the approval as outlined on Council's website.
- 12.3. The determination of such a request will be forwarded in writing to the User no less than 120 days prior to the Air Display.
- 12.4. At least one Airport Reporting Officer will be rostered by the Airport Operations Coordinator for duty during the Air Display as the Council's representative for safety and local operational matters.

13. AEROBATIC AIRCRAFT

- 13.1. All aerobatic operations are to be carried out off Cessnock Airport and outside of the airport circuit area.
- 13.2. Aerobatic operations for commercial passengers must not be conducted continuously over the same area to avoid noise complaints.
- 13.3. The Airport Operations Coordinator may approve the loading of passengers or observers in designated areas. Loading of aerobatic aircraft on taxiways or run up bays is not permitted if mentioned in the display briefing and marked in the display map.
- 13.4. Low Level aerobatic operations are only approved after receipt of a CASA authorisation to conduct letter or certificate. Approval is at Airport Operations Coordinator's discretion.
- 13.5. Aerobatic aircraft are to park only in the areas designated by the Airport display parking map.

14. AIRCRAFT RECOVERY

- 14.1. ***In the event of an emergency affecting the safety of persons or the environment, 000 is to be called immediately and the Airport Operations Coordinator notified.***

- 14.2. ***The following rules are to be observed at all times:***

- 14.2.1. The Airport Operations Co-ordinator is to be contacted prior to entering the movement area. If unavailable the Airport Reporting Officer is to be contacted.

Any damage to the runway, taxiways or movement areas is to be reported to the Airport Operations Coordinator immediately. Details of all personnel involved in the operation are to be recorded and forwarded to the Airport Operations Coordinator.

- 14.2.2. No vehicle is to enter the movement area without approval from the Airport Operations Coordinator or the Airport Reporting Officer (when delegated to authorise).
- 14.2.3. Only two vehicles are permitted to be airside during the recovery process.
- 14.2.4. All persons involved with the recovery must be familiar with aircraft circuit and landing procedures, both fixed wing and helicopter.
- 14.2.5. Only the persons required to perform the recovery operation are permitted in the movement area, no spectators are allowed.
- 14.2.6. An orange rotating beacon must be used on the roof of the vehicles at all times the vehicles are airside.
- 14.2.7. A VHF radio tuned to the airport frequency must be carried at all times while operating airside of the airport.
- 14.2.8. All ground markings are to be observed while driving on the airport.
- 14.2.9. Speed limits on the airport are to be followed at all times.

15. MOTOR VEHICLE OPERATION

15.1. The Airport Operations Coordinator may approve the operation of motor vehicles on the airport subject to the following conditions being met:

- 15.1.1. Hold a valid State or Territory license to drive the class of vehicle to be operated.
- 15.1.2. Understand the terminology used to describe the areas on the airside of the aerodrome and be familiar with their location.
- 15.1.3. Understand the significance of airport ground markings and markers.
- 15.1.4. Hold a certificate of proficiency to operate a VHF radio or aircraft radiotelephone and be competent in its use.
- 15.1.5. Immediately report any accident, incident or damage to the movement area involving the vehicle being operated on the airport, to the Airport Operations Coordinator.
- 15.1.6. Be familiar with aircraft circuit and landing procedures, both fixed wing and helicopter.

15.2. The following rules are to be observed at all times:

- 15.2.1. No vehicle is to operate within 15 meters of an aircraft in the process of fuelling or de-fuelling unless the vehicle specifically meets the requirements of all civil aviation regulations.

- 15.2.2. Vehicles must not be driven under an aircraft or within 3 meters of any part of an aircraft.
- 15.2.3. Vehicles must be kept at least 10 meters clear of any aircraft operating either red rotating beacons or strobe lights.
- 15.2.4. Vehicles are not to operate on the airport after official sunset (except emergency and authorised vehicles).
- 15.2.5. Vehicles must operate their hazard lights and have the headlights on low beam whilst driving on the airport.
- 15.2.6. An orange rotating beacon must be used on the roof of the vehicle or if a secondary vehicle hazard lights are the required minimum.
- 15.2.7. A VHF radio tuned to the airport frequency VHF 122.65 must be carried and be operational at all times while operating the vehicle on the airport.
- 15.2.8. All ground markings are to be observed while driving on the airport.

15.3. Speed limits on the airport

Landside	25 kilometres per hour
Airside	10 km/hr within 15 metres of an aircraft / 25km/h elsewhere

UNDER NO CIRCUMSTANCES WILL A VEHICLE PASS A TAXING AIRCRAFT. AIRCRAFT HAVE THE RIGHT OF WAY AT ALL TIMES

16. EMERGENCY CONTACT

- 16.1. Persons parking their aircraft on an annual or monthly basis must provide full contact details for their aircraft to Cessnock Airport Administration.
- 16.2. Council has appointed Airport Reporting Officers to assist the Airport Operations Coordinator in the response to airport emergencies.
- 16.3. Each Airport Reporting Officer will be rostered as an after-hours Duty Officer able to be contacted by mobile phone in the event of airport emergencies.
- 16.4. In the event of an emergency affecting an aircraft, or the safety of persons at the airport, the Duty Officer is to be contacted. The Duty Officer will then initiate the appropriate emergency response, and advise Air Traffic Services and the Bureau of Air Safety.
- 16.5. Prior to the arrival of the Airport Operations Coordinator, or the emergency services, the Duty Officer will maintain the safety of the airport.
- 16.6. During an emergency the airport will be out of bounds for all persons other than the necessary airport staff and the emergency services personnel. Spectators are not to enter the airport boundary.

16.7. Following an emergency where the airport has been closed to aircraft traffic, the Duty Officer will conduct a full inspection prior to the re-opening.

16.8. AIRPORT CONTACT NUMBERS

Airport
02 4993 4228
24 hours

EMERGENCY NUMBER FOR POLICE & EMERGENCY SERVICES

USE THE 000 NUMBER

17. RESPONSIBILITIES

17.1. Airport Manager

- 17.1.1. Monitor the implementation of this Guideline and ensure it remains current.
- 17.1.2. Ensure the relevant actions listed in Council's Airport Strategy pertaining to this guideline/Airport Operations are successfully achieved.

17.2. Airport Operations Coordinator

- 17.2.1. Assess and determine applications made by Users for the following:
 - i. Night circuit flying pursuant to clauses 3.5 – 3.7;
 - ii. Use of the South Western grassed area pursuant to clauses 6.7;
 - iii. Flying displays in accordance with clause 7;
 - iv. Parachute display or competitions, and parachute drop aircraft operations in accordance with clause 8;
 - v. An aviation related display, or a trade display that involves the exclusive use of any part of Cessnock Airport;
 - vi. Commercial Hot Air Balloon operations in accordance with clause 9.
 - vii. Airspace above Cessnock Airport;
 - viii. The assembly of more than 20 members of the public as spectators or participants;
 - ix. Ultralight and microlight operations in accordance with clause 10.
 - x. Ultralight and weightshift aircraft operations in accordance with clause **Error! Reference source not found..**
- 17.2.2. Aerotowing and flight testing of production hang gliders on production of flight testing approval instruction issued by CASA
- 17.2.3. Enforce compliance of this guideline pursuant to clauses 5.2, 5.3, 5.4.
- 17.2.4. Receive incidents or accidents reports from Users and act on them immediately upon receipt.
- 17.2.5. Authorise vehicles to enter the movement area (see clause 14.2.2).

17.3. Airport Reporting Officers

- 17.3.1. Assist the Airport Operations Coordinator in the response to airport emergencies.
- 17.3.2. Suspend Users in accordance with and pursuant to clause 5.4, when delegated by the Airport Operations Coordinator.
- 17.3.3. Authorise vehicles to enter the movement area (see clause 14.2.2)
- 17.3.4. Receive incidents or accidents reports from Users in the absence of the Airport Operations Coordinator and act on them immediately upon receipt.
- 17.3.5. Act as a Duty Officer when rostered.

17.4. Reporting

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

17.5. Records management

Staff must maintain all records relevant to administering this policy in accordance with Council’s Records Management Policy.

18. GUIDELINE DEFINITIONS

Act	Means <i>Local Government Act 1993</i> (NSW)
Air Displays	means organised flying including cross-country events or contests, such as rallies, air races, navigation and timed events, exhibitions of flying, parachute displays, hot-air balloon displays, competitions, or local flights made for the purpose of carrying passengers for hire or reward performed before a public gathering. The public may, or may not have paid a levy or subscription for the display
Airport Manager	As at the date of this Guideline, the Airport Manager is the Works and Operations Manager
Council	means Cessnock City Council
Users	means aircraft pilots, owners, operators tenants and sub tenants

19. GUIDELINE ADMINISTRATION

Business Group	Works and Infrastructure
Responsible Officer	Works & Operations Manager
Associated Procedure (if any, reference document(s) number(s))	Not applicable
Policy Review Date	Three years from date of adoption unless legislated otherwise
File Number / Document Number	DOC2020/053956
Relevant Legislation and directives	<ul style="list-style-type: none"> ▪ <i>Civil Aviation Act 1988</i> (Cth) ▪ <i>Civil Aviation Regulations 1988</i> (Cth)

	<ul style="list-style-type: none"> ▪ <i>Civil Aviation Safety Regulations 1998 (Cth)</i> ▪ <i>Air Services Regulations 2019 (Cth)</i> ▪ Australian Rotorcraft Association Regulations and Directives ▪ 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) ▪ Hunter Regional Plan ▪ Airport Emergency Plan (DOC2019/017179) ▪ AIP ENR (Aeronautical Information Package, En Route) ▪ Australian Ultralight Federation Operations Manual ▪ Hang Gliding Federation of Australia Operations Manual ▪ Australian Rotorcraft Association Regulations ▪ En Route Supplement Australia publication

20. GUIDELINE AUTHORISATIONS

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

21. GUIDELINE HISTORY

Revision	Date Approved / Authority	Description Of Changes
1	19/08/2021	New Guideline adopted