

Council Policy

Policy Title:	Use of Council Aerodromes
Policy Number:	11.8
Focus Area:	Local Economy
Responsibility:	Asset Planning
Meeting Adopted:	23 June 2015 - 230615/14

OBJECTIVE

To establish guidelines for the use of Council aerodromes.

POLICY

Mission Statement - Develop Council Aerodrome facilities by effective usage to ensure the best outcomes for the community as a whole.

Vision Statement - The development of the aerodrome usage patterns and natural attributes of the facilities to enable sustainable operation of the facilities into the future

Preamble

Richmond Valley Council owns and manages two aerodromes; one located in Casino (known as Casino Aerodrome), the other at Evans Head (known as the Evans Head Memorial Aerodrome). Both aerodromes are classified by the Civil Aviation Safety Authority (CASA) Australia, as non-certified, non-registered aerodromes. Evans Head Memorial Aerodrome is a NSW Heritage Listed site.

The aerodromes are used by a range of commercial and private aviators and non-aviation users. Council has a responsibility to properly manage these aerodromes to ensure public safety and heritage protection for the Evans Head Memorial Aerodrome.

As non-certified, non-registered aerodromes, Council is not required under the regulations to provide aerodrome information to Aeronautical Information Service (AIS), Civil Aviation Safety Authority (CASA) or be included in Enroute Supplement Australia (ERSA). However, Council has chosen to have information published in ERSA regarding both aerodromes.

It should be noted that Council cannot issue through CASA, a Notice to Airmen (NOTAM) when there is a change in use because the Aerodromes are non-registered. Information on the condition of the aerodromes is only available by direct contact with Council.

This policy provides guidelines for use of the aerodrome facilities only.

This policy does not exempt the requirement to gain development consent or Section 68 approval when required. Development approval is required for land use in accordance with Council's adopted Local Environmental Plan.

Aims

- Provide a process and procedure that provides clear and consistent guidelines to aviation and non aviation users of Council aerodromes.
- The Fee structure will reflect the type and nature of activity and will be included in Council's adopted Revenue Policy.
- Establish requirements for provision of public liability insurance.
- Establish fly neighbourly agreements for aerodromes
- Establish guidelines on the suitability of use.
- Establish a procedure for closure of an aerodrome.
- Incident, accident or near miss reporting procedure.
- Establish fee exemption criteria.

Areas where the Policy applies

- Casino Aerodrome within the boundaries of Lot 13, DP 1142601 and
- Evans Head Memorial Aerodrome being Lot 141, DP 1067639.

Visiting Aircraft

Definition

- A visiting aircraft is an aircraft in transit not based at the aerodrome.

Usage

- As per Council's Revenue Policy, visiting aircraft are required to pay a fee per landing.
- Receipt is to be displayed on stationary aircraft as per the receipts instructions.
- Fees are payable at the on-site fee box, via payment at one of Council's Administration Offices, or via Credit Card application.

Annual Permit Holder

Definition

- An Annual Permit should be held by any residential aircraft operator or aerodrome user that has completed and paid the annual fee e.g. commercial aviation, private aviation, hangar lessee, etc.

Usage

- Annual Permit Holders are required to complete the *Annual Aerodrome Permit Application form* and be approved for use of the aerodrome for 12 months.

- All annual aerodrome permit holders must comply with any conditions of approval stated on their permit.
- Fees are as per Council's Revenue Policy.

Events

Definition

- An event is an activity happening at a determined date and time which could include aviation and non-aviation activities.

Usage

- Event applicants are required to complete the *Aerodrome Event Application Form* and be granted approval for use of the aerodrome.
- The Event applicant must comply with any conditions of approval granted.
- Fees are as per Council's Revenue Policy.
- Priority is given to events however consideration will be given to impacts on Annual Permit Holders.

Overnight Aircraft Parking

Definition

- Any aircraft left stationary for more than 14 hours at an aerodrome.

Usage

- Fees are as per Council's Revenue Policy.
- Receipt is to be displayed on stationary aircraft as per the receipts instructions.
- Fees are payable at the on-site fee box, via payment at one of Council's Administration Offices, or via Credit Card application.

General Issues

Insurance

Applicants for an Aerodrome Event or Annual Aerodrome Permit shall provide public liability insurance which indemnifies Council against all claims of public liability, and shall maintain public liability insurance for a sum not less than ten million dollars (\$10,000,000) at all times with an insurer approved by Council. A Certificate of Currency is to be provided to Council annually upon renewal of the policy without being requested.

Council will accept aviation clubs' public liability insurance covering its members, provided that the clubs' insurance is consistent with the normal insurance requirements applicable to all aviation applicants using the aerodrome and the proposed use.

Fly Neighbourly Agreements

As a requirement of use of the aerodrome, all aircraft must abide by any endorsed Fly Neighbourly Agreement.

Guidelines on Suitability of Use

Usage that is not consistent with the Richmond Valley Council Local Environment Plan 2012, Environment Planning and Assessment Act 1979, Plan of Management or Heritage Act NSW 1977 will not be granted approval.

Incident, Accident or a Near Miss

Any incident, accident or a near miss which occurs as a result of activities/use undertaken on the aerodrome must be reported to Council within 24 hours of the incident. All incidents are to be reported through Council's 24 hour number (02) 6660 0300.

Fees Exemption

Emergency Services and Department of Defence are exempt from paying fees for use of the aerodromes, however, Council must be notified of the intended use.

Camping

Camping is not permitted on the aerodromes except during the Great Eastern Fly-In.

Related Documents and Legislation

This policy should be read in conjunction with the following documents:

- 1992 Evans Head Aerodrome Deed of Agreement
- Evans Head Memorial Aerodrome Plan of Management,
- Civil Aviation Safety Authority (CASA) Regulations
- Obstacle Limitation Surface Guidelines
- Current adopted ANEF as per Plan of Management
- Fly Neighbourly Agreement - Evans Head Memorial Aerodrome
- Environment Planning and Assessment Act 1979
- Environmental Protection and Biodiversity Act 1999
- Threatened Species Conservation Act 1995
- Richmond Valley Council Local Environment Plan 2012
- Development Control Plan No 10 - Evans Head – 2004
- Heritage Act NSW 1977

Schedule of documents

- Annual Aerodrome Permit Application Form
- Aerodrome Events Application Form
- Annual Revenue Policy
- Section 60 - Heritage Act 1977 (Evans Head Memorial Aerodrome only)
- Standard Exemption Form - Heritage Act 1977 (Evans Head Memorial Aerodrome only)
- Event Management Plan

- Development Application Form
- Section 68 Approval
- Procedure to Close an Aerodrome

REVIEW

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.