Charter
Ceduna Aerodrome Emergency Committee

Policy Reference Number:	1.26
Classification:	
First Issued/Approved:	20/09/2006
Review Frequency:	4 years
Last Reviewed:	30 Nov 2022
Next Reviewed:	Nov 2026
Responsible Officer:	Manager Infrastructure & Operations
Council File Reference:	
Applicable Legislation:	Civil Aviation Safety Regulations 1998, Authority Manual of Standards Part 139 – Aerodromes Chapter 10,
Relevant Policies:	Ceduna Aerodrome Emergency Plan
Related Procedures:	
Compliance Standard:	

1. Committee Name

The name of the Committee shall be the Ceduna Aerodrome Emergency Committee, (hereinafter called 'the Committee).

2. Establishment

The Ceduna Aerodrome Emergency Committee is a Committee established by the District Council of Ceduna (hereinafter called 'the Council') pursuant to Civil Aviation Safety Regulations 1998 - Part 139.205.

3. Purpose for which the Committee is established

Aerodrome emergency planning is the process of preparing an aerodrome to cope with an emergency occurring at the aerodrome or in its vicinity. The objective of the planning is to ensure a timely and effective response to an emergency, particularly in respect of saving lives and maintaining aircraft operations.

The Committee is charged with the responsibility to prepare and review the effectiveness and adequacy of the Ceduna Aerodrome Emergency Plan, including it's procedures, any incidents and exercise results.

4. Functions

The function of the Committee shall be to undertake reasonable action, as appropriate, in pursuance of the above purposes. Such actions will include, but not limited to, the reviewing and where required make changes to the Ceduna Aerodrome Emergency Plan:

4.1. At least once per year

4.2. Following the activation of the plan;

4.3. Following an exercise on any part of the plan;

4.4. Following a change in roles and or responsibilities of any participating agency;

4.5. Following any changes to the operating conditions at the aerodrome; and

4.6. Every year following the table top exercise or practical exercise.

5. Membership

5.1. The Committee shall consist of up to nine (9) members, who shall representatives organisations as follows:

a) One (1) representative from Council, (the Presiding Member) – as appointed by Council's Chief Executive Officer

b) One (1) representative form SA Police – Ceduna

c) One (1) representative from SA Country Fire Service – Ceduna

d) One (1) representative from SA State Emergency Service - Ceduna

e) One (1) representative from SA Ambulance Service – Ceduna

f) One (1) representative from Ceduna District Health Services

g) One (1) representative from Regional Express Airlines

h) One (1) representative from Travel & Cruise Ceduna (Local passenger handling agent)

i) One (1) representative from Red Cross – Ceduna

5.2. Provided, however, that upon any person ceasing to hold office, a further person representing the organisation shall be appointed to fill the vacancy.

6. Register of Interest

Not Applicable

7. Presiding Member

7.1. The Presiding Member shall hold office for such term as may be determined by the Council's Chief Executive Officer.

7.2. The Presiding Member shall preside at all meetings of the Committee and in the event of the Presiding Member being absent from a meeting, the members present shall appoint a member who shall preside for that meeting or until the Presiding Member is present.

8. Duties of the Presiding Member

The Presiding Member shall –

8.1. Call all meetings of the Committee in accordance with Clause 9;

8.2. Preside at all meetings of the Committee at which he or she is present and preserve order there at so that the business may be conducted in due form and with propriety;

8.3. Upon confirmation of the minutes sign them in the presence of the meeting.

9. Calling of Meetings

9.1. The Members of the Committee shall meet:

9.1.1 at least annually or

9.1.2 following the activation of the plan;

9.1.3 following an exercise on any part of the plan;

9.1.4 following a change in roles and or responsibilities of any participating agency;

9.1.5 following any changes to the operating conditions at the aerodrome;

9.2. The Presiding Member may convene a special meeting of the Committee at his or her own volition and shall convene a meeting upon the written demand of at least two (2) member of the Committee.

10. Quorum

No business shall be transacted at a meeting of the Committee unless five (5) members are present.

11. Proceedings of Meetings

Not Applicable

12. Secretary

The Manager Infrastructure & Operations (or the Presiding Member's nominee) shall be the Secretary of the Committee.

13. Meeting Minutes

The Committee shall present copies of their meeting minutes to the Council for information and consideration.

14. Direction by Council

The Committee is subject to the direction and control of the Council. A direction given by the Council must be in writing.

15. Amendments, Alterations and Additions to Rules

Not Applicable.