

INSTRUMENT OF DELEGATION

CIVIL AVIATION SAFETY REGULATIONS 1998

24 OCTOBER 2023

Delegation Sources

- Civil Aviation Safety Regulations 1998
- Aviation Transport Security Regulations 2005

Positions

Abbreviation	Position	Name
CEO	Chief Executive Officer	Tim Pfeiffer
DIES	Director Infrastructure & Environmental Services	Tarik Wolf
GI	General Inspector	Peter Burr
MRSBS	Manager Regulatory Services/Building Surveyor	Greg Marlor

Civil Aviation Safety Regulations 1998

Civil Aviation Safety Regulations 1998			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 11.125	Applying for a variation to an authorisation.	CEO, DIES	
Regulation 11.130	Applying for a suspension or cancellation of an authorisation.	CEO, DIES	
Regulation 11.165	Applying to CASA for an exemption from the regulations.	CEO, DIES	
Regulation 11.285	Commenting on the proposed Manual of Standards.	CEO, DIES	
Regulation 13.345	Reporting a reportable contravention to Executive Director Transport Safety Investigation.	CEO, DIES	
Regulation 99.030	Developing a drug and alcohol management plan (DAMP).	CEO, DIES, GI, MRSBS	
Regulation 99.035	Implementing a DAMP. (Drug and Alcohol Management Plan).	CEO, DIES, GI, MRSBS	

Civil Aviation Safety Regulations 1998			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 99.040	Providing Drug Alcohol Management Plan to employees engaged in a safety-sensitive aviation activity.	CEO, DIES, GI, MRSBS	
Regulation 99.085	Reviewing Drug Alcohol Management Plan.	CEO, DIES, GI, MRSBS	
Regulation 99.090(3)	Complying with requirement to provide information to CASA for audit of Drug Alcohol Management Plan.	CEO, DIES, MRSBS	
Regulation 99.100	Providing information to CASA for a Drug Alcohol Management Plan reporting period.	CEO, DIES, MRSBS	
Regulation 99.405(2A)	Providing CASA with requested information following a CASA drug or alcohol test.	CEO, DIES, MRSBS	
Regulation 139.020	Application for an aerodrome certificate.	CEO, DIES, MRSBS	

Civil Aviation Safety Regulations 1998			
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Regulation 139.045(1)	Preparing an aerodrome manual.	CEO, DIES, MRSBS	
Regulation 139.035	Responding to a show cause notice regarding proposed suspension of certification.	CEO, DIES, MRSBS	
Regulation 11.255	Complying with a direction of CASA.	CEO, DIES, GI, MRSBS	
Regulation 99.095(2)	Complying with a direction of CASA with respect to drug and alcohol management plan (DAMP).	CEO, DIES, GI, MRSBS	
Regulation 99.105	Maintaining drug and alcohol management plan (DAMP) records.	CEO, DIES, GI, MRSBS	
Regulation 139.050(1)(a)&(b)	Providing the amended aerodrome manual and notice to CASA.	CEO, DIES, GI, MRSBS	

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Regulation 139.055	Operating aerodrome in accordance with procedures in aerodrome manual.	CEO, DIES, GI, MRSBS	
Regulation 139.060	Telling CASA in writing of non-compliance with a procedure in aerodrome manual.	CEO, DIES, GI, MRSBS	
Regulation 139.065	Ensuring aerodrome facilities and equipment comply with Manual of Standards.	CEO, DIES, GI, MRSBS	
Regulation 139.070	Ensuring aerodrome works carried out so as not to create hazard.	CEO, DIES, GI, MRSBS	
Regulation 139.075	Meeting requirements in Manual of Standards regarding inspections.	CEO, DIES, GI, MRSBS	
Regulation 139.080	Meeting requirements in Manual of Standards regarding reporting information to an AIS provider.	CEO, DIES, GI, MRSBS	

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Regulation 139.085	Meeting requirements in Manual of Standards regarding reporting changes or occurrences.	CEO, DIES, GI, MRSBS	
Regulation 139.090	Meeting requirements in Manual of Standards relating to monitoring airspace for infringements.	CEO, DIES, GI, MRSBS	
Regulation 139.095(1)	Ensuring there is a safety management system complying with the Manual of Standards.	CEO, DIES, MRSBS	
Regulation 139.095(3)	Ensuring there is a risk management plan complying with the Manual of Standards.	CEO, DIES, MRSBS	
Regulation 139.100(3)	Meeting requirements in the Manual of Standards regarding emergency preparedness.	CEO, DIES, GI, MRSBS	
Regulation 139.100(4)	Ensuring there is an aerodrome emergency plan complying with the Manual of Standards	CEO, DIES, MRSBS	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 139.105(2)(b)(i)&(ii)	Ensuring there is a system of a kind mentioned in regulation 139.105(1)(a) complying with the Manual of Standards	CEO, DIES, MRSBS	
Regulation 139.105(2)(b)(iii)	Complying with a procedure under the system.	CEO, DIES, GI, MRSBS	
Regulation 139.110(1)(a)	Appointing an accountable manager (functions of an accountable manager are set out in regulation 139.110(5)).	CEO	
Regulation 139.110(1)(b)	Appointing a reporting officer (functions of a reporting officer are set out in regulation 139.110(6)).	CEO	
Regulation 139.110(1)(c)	Appointing works safety officers for aerodrome works (functions or a work safety officer are set out in regulation 139.110(7)).	CEO	
Regulation 139.110(1)(d)	Appointing any other person prescribed by the Manual of Standards.	CEO	
Regulation 139.115	Training of personnel in accordance with Manual of Standards	CEO, DIES	

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Regulation 139.125(4)	Responding to a request from an ATS to impose or vary a condition on the aerodrome certificate.	CEO, DIES, MRSBS	
Regulation 139.130	Ensuring an aerodrome ground surveillance system is in operation complying with the Manual of Standards.	CEO, DIES, MRSBS	
Regulation 139.135(1)	Allowing CASA to conduct tests.	CEO, DIES	
Regulation 139.135(2)	Allowing CASA access to aerodrome.	CEO, DIES	
Regulation 139.140	Providing data to CASA.	CEO, DIES, MRSBS	
Regulation 139.150(2)	Ensuring that if there is a frequency confirmation system, it complies with the Manual of Standards.	CEO, DIES, MRSBS	
Regulation 139.150(3)	Ensuring there is a frequency confirmation system.	CEO, DIES, MRSBS	

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Regulation 139.155	Seek approval for an air/ground radio service.	CEO, DIES	
Regulation 139.160(2)	Seeking approval for operating a certified air/ground radio service	CEO, DIES	
Regulation 139.165	Notifying CASA of proposed construction or erection of object	CEO, DIES, MRSBS	
Regulation 139.170	Notifying CASA of activity that will create prescribed emissions source (other than constructing or erecting a structure or object)	CEO, DIES, MRSBS	

Aviation Transport Security Regulations 2005			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 139.050(1)	Amending the aerodrome manual.	CEO, DIES, MRSBS	

Aviation Transport Security Regulations 2005			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 99.400(2A)	Providing CASA with requested information regarding a drug and alcohol management plan (DAMP) test.	CEO, DIES, MRSBS	

Document history and version control

Date	Council/Chief Executive Officer	Comment
24/10/23	Adopted 24 October 2023 Ordinary Council meeting	