



EQUATORIAL  
LAUNCH  
AUSTRALIA

# Safety and Retrieval Committee (SRC) Charter

ELA-000065

VERSION 0.1 **DRAFT**

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## VERSION APPROVAL

	Name	Role	Date	Signed
Prepared	Deb Houlahan	Customer Campaign Manager	10/05/2023	
Reviewed	Matthew Fraser	Regulatory and Compliance Manager	15/05/2023	
Endorsed	Ben Tett	General Manager Operations and Launch		
Approved				

## APPROVAL HISTORY

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## 1 PURPOSE

The Safety and Retrieval Committee (SRC) is an integral part of ELA operations and safety framework. The SRC allows Traditional Owner and Local Community representatives to hear first-hand of ELA's operational plans, concerns and issues and to provides a forum for them to also raise concerns or issues with safety in relation to the local and traditional owner land.

The SRC is an ELA committee and reports to the General Manager Operations and Launch who in turn is accountable to the CEO of ELA for all safety and launch operations.

The SRC is to meet regularly and should aim to maintain a committed focus on the ongoing safety of the community members. To facilitate this focus the SRC responsibilities include:

1. Advise and assist ELA to develop and implement a communication strategy to notify outlying homelands and communities of upcoming launches and safety related protocols.
2. Advise and assist ELA to develop and implement retrieval strategies and operations for the collection of rockets and payloads from the drop/impact zone.
3. Support and Advise ELA and its clients, contractors and personnel on how to better protect, promote and ensure respect for Sacred and Important Sites. This to include assisting and advising ELA on the processes and the communication and cooperation with the Northern Land Council (NLC) processes for the issuing of permits.
4. Nominate a traditional owner custodian to be invited by ELA to assist each on land retrieval expedition. This custodian is to be empowered and qualified to advise ELA and provided assistance for the collection of rocket components and other debris from the drop/impact zone or other areas to reduce the risk of disturbance, or desecration of Sacred Sites.
5. Facilitate and support communications and dissemination of information to local residents regarding both the issues above and any other issues arising in relation to safety of launches, the retrievals process and other matters affecting the interests of the Land Trust, the traditional Aboriginal owners, other Aboriginal people who live in the area and others with legitimate interests in the Land.

## 2 TERMS OF REFERENCE

The role of the SRC is to:

- Provide ELA with a liaison mechanism and single point of contact, in relation to Community Safety, Traditional Owners and other legitimate interested parties in relation to launch safety and the protection and respect of Traditional lands and sacred sites.
- Provide a single reference point for consideration, recording, investigation, sharing and tracking of community safety initiatives undertaken.
- Provide recommendations to ELA senior management and the ELA Emergency Response Planning Committee (ERPC) to improve the Emergency Responses processes as they relate to Traditional Owners and other interested parties.
- Provide feedback and recommendations to the ELA ERPC on previously unknown community impacts in relation to flight hardware recovery.
- Work to ensure community safety engagement messaging is delivered and understood, and where required provide recommendations to improve messaging.
- Report on and provide feedback on community safety in relation to each launch cycle, including pre and post launch community initiatives.
- Cooperate with ELA and provide leadership within the traditional owner and local community in facilitating the implementation of community safety initiatives.

- Ensure continuous improvement in relation to community safety training, messaging and communications.
- Share information and consult about community safety within the committee and community groups to ensure the best community outcomes are always the priority.
- Ensure a continued focus on effective community safety by identifying and reporting risk in an effective and timely manner.

### 3 TYPE OF COMMITTEE AND LENGTH OF TERM

**Type:** Safety

**Term:** Ongoing

### 4 REFERENCES

#### 4.1 EXTERNAL REFERENCES

None

#### 4.2 ELA DOCUMENTS

Serial	DIN	Title	Version
A	ELA-000031	ELA Terminology and Definitions	1.0

#### 4.3 DEFINITIONS AND ACRONYMS

Definitions and acronyms applicable to this document may be listed in ELA-000031, ELA Terminology and Definitions (reference A)

### 5 GOVERNANCE

The SRC Chair is responsible and accountable for ensuring appropriate representation at each meeting and for the performance of the committee in this respect.

Membership requirements imply and dictate that each committee member has the ability to make the necessary recommendations to ELA senior management and the EPRC to ensure the ongoing safety of the East Arnhem community.

**ELA will and must have due regard to any recommendation of the Safety and Retrieval Committee.**

### 6 MEMBERSHIP

Members of the SRC shall comprise core members and other attendees as required.

#### 6.1 CORE MEMBERS

Core committee membership includes the specified representative or his/her delegate as the core committee members. If a core committee member is unavailable to attend any meeting, then they are expected to send a duly authorised delegate that is empowered to act on their behalf.

As part of the ELA safety framework, membership of the SRC must comprise:

Committee Role	Organisational/Stakeholder Nominee
Chair	Launch Safety Manager
Member	Range Safety Supervisor
Member	Range and Recovery Specialist - Air and Sea
Gumatj Representative	Klaus Helms
Gumatj Representative	Djawa Yunupingu
Dhimurru IPA/Ranger's representative	Dhimurru to nominate
Laynhapuy IPA/Ranger's representative	Laynhapuy IPA/Rangers to nominate
NLC Representative (Observer)	NLC to nominate
Custodian	NLC to nominate
Custodian	NLC to nominate
Member (as required)	General Manager Arnhem Space Centre
Member (as required)	General Manager Operations and Launch

The Northern Land Council is not an official member of the SRC but has observer status and is entitled to attend all meetings of the SRC. Other Traditional Owner groups may be invited to join the committee from time to time.

## 6.2 OTHER ATTENDEES

As required and following approval by the SRC Chair, other attendees may be invited to the SRC meetings to present information on specific issues and initiatives or to provide subject matter expertise.

## 6.3 ATTENDANCE COSTS

Subject to justification and pre-approval ELA will bear reasonable costs of the SRC and Northern Land Council's attendance at committee meetings. ELA agrees to pay at least the minimum wage for nominated SRC members listed in section 6.1 to each nominated SRC member for the purpose of their attendance at SRC meetings and for any performance of services including accompanying ELA or launch client in relation to retrievals in the drop zone.

## 7 RESPONSIBILITIES

### 7.1 MEETING CHAIR

- No less than five business days prior to any meeting of the SRC and agenda will be:
  - (a) formulated by agreement of the ELA and the Northern Land Council; and
  - (b) circulated by ELA to each Safety and Retrieval Committee member.
- Keep minutes or a written record of each meeting of each SRC meeting including details of decisions, approvals, resolutions, positions, recommendations, and determinations made; and
- As soon as practicable after the relevant meeting of the SRC, provide copies of the minutes or record to the NLC and each SRC member and seek confirmation as the accuracy of those minutes.
- Ensure a briefing from each representative has occurred, and the status of all initiatives is known.
- Ensure that the meeting material is distributed prior to the meeting.
- Ensure that the ERPC stakeholders are appropriately equipped with relevant and timely information regarding SRC activities.
- Ensure identified risks are reported in a timely manner.
- Provide regular updates to the ERPC and other interested parties.

- Lead meetings by framing the issues for discussion and actively engaging all team members in discussion, encouraging expression of diverse views.
- In collaboration with members, establish and maintain the meeting's operating ground rules, so as to continually improve community safety and retrieval processes.

## 7.2 MEMBERS

- Contribute input on behalf of the community they represent.
- Ensure that their input to the meeting is made available to the Chair prior to the meeting to enable meeting materials to be prepared.
- Manage their area of responsibility regarding SRC activities.
- Monitor and report actions that may need attention to ensure the success of the SRC activities.
- Communicate and disseminate information back to their respective communities.
- Continually identify significant community safety risks and issues to ensure continuous improvement of ELA community safety processes.
- Act in the best interests of the communities they represent.
- Participate in determining, and abide by, the meeting's ground rules for operating.
- Prepare adequately for meetings and ensure relevant action items are completed and preparatory material reviewed.

## 8 DELIVERY

### 8.1 FREQUENCY AND TIMING OF MEETINGS

- The frequency and method of convening the meetings of the SRC are to be provided in SRC rules. ELA is to draft and circulate the final version rules for adoption by the SRC prior to the second meeting.
- Subject to final confirmation and ratification in the Committee rules, the SRC will meet no less than two (2) times a year. In lead up to new launch missions, more frequent meetings will be called by ELA.
- Any committee member may request an unscheduled meeting to be convened to address either urgent safety or community issues, and subject to committee majority agreement, a meeting must be convened as soon as is practicable.
- When required, material to be considered by the committee to be at the next SRC meeting is to be distributed at least five working days prior to each meeting to allow members to prepare for discussion.
- The meetings will by default be held via teleconference. Face to face meetings on site may be convened from time to time.

### 8.2 STANDING AGENDA ITEMS

- Action items and Issues from Previous Meetings **(All)**
- Community Updates - As Required by Each representative
- Agenda Items with Decisions. Actions required **(All)**
- Launch Timetables and Specific Safety/Community Issues **(ELA)**
  - *Discussions and each launch specific and any concerns with plans*
  - *Each Launch is to address, launch site, and downrange aspects of Safety and recovery program*
- General Issues and Discussion **(All)**
- Community Liaison Safety initiatives and priorities update **(Chair)**
- Key issues and risks review **(All)**
- Next meeting **(Chair)**

### 8.3 COMMUNICATION AND RECORD

- Outline Minutes, Decisions and Action items are recorded in the minutes of SRC meetings, which are distributed by the Chair to all members.
- Members are to in turn distribute and communicate relevant decisions and other information within the communities or groups they represent, as appropriate.
  - Formal communication actions as a result of SRC meeting discussions are determined at the end of each meeting and included in the action items list.
- Out of session decisions are to be recorded in the minutes of the following meeting.
- While all meeting minutes and associated documents will be distributed, they will also be stored electronically by ELA and will be available on request.
- To enable simple communications, the following email group will be used: [Community.Safety@ela.space]
- If required, on any occasion, Aboriginal language interpreters are to be present to ensure complete understanding of all Safety and Cultural Issues are clearly conveyed by all present.

## 9 CONFLICTS OF INTEREST

In accordance with the Equatorial Launch Australia *Code of Conduct*, conflicts of interest will be brought to the attention of the Chair as they arise, and a decision will be made on appropriate handling at that time.