



Tocumwal Aerodrome Manual



Version:	1.1



Approver:	Rohit Srivastava – Director of Infrastructure
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Glossary

Acronyms and abbreviations

Acronym / abbreviation	Description
ACN	aircraft classification number
ADP	aeronautical data package
AEP	aerodrome emergency plan
ARC	aircraft reference code
ARFFS	aviation rescue and firefighting services
AGL	aeronautical ground lighting
AHD	Australian height datum
AIP	aeronautical information publication
AIS	aeronautical information service
ALARP	as low as reasonably practicable
AMSL	above mean sea level
ARO	aerodrome reporting officer
ARP	aerodrome reference point
ASDA	accelerate-stop distance available
ATC	air traffic control
AT-VASIS	an abbreviated T pattern visual approach slope indicator system
AVDGS	advanced visual docking guidance system
CASA	Civil Aviation Safety Authority
ERSA	En-Route Supplement Australia
ft	feet
FOD	foreign object debris
H24	continuous
IFR	instrument flight rules
ILS	instrument landing system
IWDI	illuminated wind direction indicator
LDA	landing distance available
LVP	low visibility procedures



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m	metre(s)
MAGS	movement area guidance sign
MOS	Manual of Standards
MOWP	method of working plan
NAIPS	national aeronautical information processing system
NOF	NOTAM Office
NOTAM	notice to airmen
OFZ	obstacle free zone
OLS	obstacle limitation surface
OMGWS	outer main gear wheel span
PAL	pilot activated lighting system
PANS-OPS	Procedures for Air Navigation Services – Aircraft Operations
ΡΑΡΙ	precision approach path indicator
PCN	pavement classification number
RESA	runway end safety area
RTIL	runway threshold identification lights
RV	runway visibility
RVR	runway visual range
RWY	runway
SMS	safety management system
STODA	supplementary take-off distance
RMP	risk management plan
TDZ	touchdown zone
TODA	take-off distance available
TORA	take-off run available
T-VASIS	T pattern visual approach slope indictor system
ТWY	taxiway
VASIS	visual approach slope indicator system
VDGS	visual docking guidance system
VFR	visual flight rules
WDI	wind direction indicator



Definitions

Term	Definition
accelerate-stop distance available	the length of the take-off run available plus the length of the stopway if provided.
accident	an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which: a person is fatally or seriously injured as a result of:
	being in the aircraft, or
	direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
	direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew, or the aircraft sustains damage or structural failure which:
	adversely affects the structural strength, performance or flight characteristics of the aircraft, and
	would normally require major repair or replacement of the affected component, except for engine failure or damage when the damage is limited to the engine, its cowlings or accessories, or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin, or the aircraft is missing or is completely inaccessible.
aerodrome	an area of land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure or movement of aircraft.
aerodrome elevation	the elevation of the highest point of the landing area.
aerodrome reference code	refers to the three (3) elements that are nominated by the aerodrome operator, specifically:
	a code number which is determined by the aeroplane reference field length, and which is applicable to runways
	a code letter which is determined by the aeroplane wingspan, and which is applicable to runways, taxiways, aircraft holding bays and parking positions the OMGWS which is applicable to runways and taxiways.
aerodrome reference point	the designated geographical location of an aerodrome.



AIP responsible person	for an aeronautical data originator, a person appointed by the originator
	under regulation 175.445 as responsible for the provision of aeronautical
	data or aeronautical information published in the AIP.

Term	Definition
air transport operation	a passenger transport operation, or a cargo transport operation.
	that is conducted for hire or reward, or is prescribed by an
	instrument issued under regulation 201 025
	However, an operation conducted for a purpose mentioned in paragraph 206(1)(a) of CAR is not an air transport operation.
	206(1)(a) aerial work purposes, being purposes of the following kinds (except when carried out by means of an RPA):
	aerial surveying aerial
	spotting agricultural
	operations aerial
	photography
	advertising
	balloon flying training
	ambulance functions
	carriage, for the purposes of trade, of goods being the property of the pilot, the owner of the hirer of the aircraft (not being a carriage of goods in accordance with fixed schedules to and from fixed terminals)
	any other purpose that is substantially similar to any of those specified in subparagraphs (i) to (vii) (inclusive).
AIS provider	a person who holds a certificate under regulation 175.055 of CASR.
apron	a defined area on a land aerodrome to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.
apron taxiway	a portion of a taxiway system located on an apron to provide a through taxi route for aircraft across the apron to another part of the taxiway system.
Australian height datum	the datum that sets mean sea level as zero elevation.
clearway	a defined area at the end of the TORA, on the ground or water under the control of the aerodrome operator, which is selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height.
displaced threshold	a threshold not located at the extremity of a runway.



holding bay	a defined area where aircraft can be held or bypassed to facilitate efficient surface movement of aircraft.
incident	an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.
international aerodrome	an aerodrome: designated by the Department as an international airport in Australia; and identified as a designated international airport in Australia on the Department's website.

Term	Definition
instrument runway	
	one of the following types of runway nominated for the operation of aircraft using instrument approach procedures: non precision approach runway precision approach runway (CAT I) precision approach runway (SA CAT I) precision approach runway (SA CAT II) precision approach runway (CAT II) precision approach runway (CAT II) precision
landing distance available	the length of the runway which is declared available and suitable for the ground run of an aeroplane landing.
manoeuvring area	part of the aerodrome used for the take-off, landing and taxiing of aircraft, excluding aprons.
method of working plan	a plan to ensure that aerodrome works do not present a hazard to aircraft operations.
movement area	a part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons.
non-homogenous runway surface	a runway surface that has different surface finishes across its full width.
non-instrument runway	a runway for the operation of aircraft using visual approach procedures.
ΝΟΤΑΜ	Notice to Airmen and is a notice issued by the NOTAM Office containing information or instructions concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to persons concerned with flight operations.



NOTAM authorised persons	for an aeronautical data originator, a person(s) appointed under regulation 175.445 by the originator authorised to request the issue, review or cancellation of a NOTAM.
obstacle	
	fixed (whether temporarily or permanently) and mobile objects, structures and parts of such objects and structures that:
	are located on an area provided for the surface movement of aircraft, or extend above a defined surface designated to protect aircraft in flight, or stand outside the defined surfaces mentioned in items (a) and (b) above and that have been assessed as being a hazard to air navigation.
obstacle free zone	the airspace above the inner approach surface, inner transitional surface, baulked landing surface, and that portion of the runway strip bounded by these surfaces, which is not infringed by any fixed obstacle other than a low mass and frangibly mounted one required for air navigation purposes.
obstacle limitation surfaces	a series of planes, associated with each runway at an aerodrome, that defines the desirable limits to which objects or structures may project into the airspace around the aerodrome so that aircraft operations at the aerodrome may be conducted safely.

Term	Definition	
PANS-OPS	Doc.8168-OPS/611 Volume II (Procedures for Air Navigation Services – Construction of Visual and Instrument Flight Procedures) approved and published by decision of the Council of the International Civil Aviation Organization, as in force from time to time.	
pavement classification number	a number expressing the bearing strength of a pavement for unrestricted operations by aircraft with aircraft classification number (ACN) less than or equal to the PCN.	
runway	a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.	
runway end safety area	an area symmetrical about the extended runway centreline and adjacent to the end of the runway strip, primarily to reduce the risk of damage to an aeroplane which undershoots or overruns the runway.	
runway strip	a defined area, including the runway and stopway, provided to: reduce the risk of damage to aircraft running off a runway, and protect aircraft flying over the runway during take off or landing operations	
scheduled air transport operation	an air transport operation conducted in accordance with a published schedule.	



secondary power supply			
	an electrical power supply that:		
	is automatically connected to the relevant load when the primary		
	power source fails, and is derived from: the normal public electrical		
	power supply, but in a way that:		
	supplies power for the aerodrome's functionality from a special substation that is not the normal substation, and		
	supplies the power through a special transmission line that follows a route different from the normal power supply route, and		
	makes extremely remote the possibility of a simultaneous failure of the normal public electrical power supply and the power supply for the aerodrome, or		
	one or more generators, batteries, or similar devices which deliver a constant, reliable and sufficient supply of electrical power for the relevant aerodrome service.		
shoulder	an area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface.		
stopway	a defined rectangular area on the ground at the end of the take-off run available and prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off.		
take-off distance available	the length of the take-off run available, plus the length of the clearway if provided.		
take-off runway available	the length of the runway declared available and suitable for the ground run of an aeroplane taking off.		
Term Definition			
taxilane	a portion of an apron designated as a taxiway and for use only to provide access to and egress from aircraft parking positions.		
taxiway	a defined path on an aerodrome on land, established for the taxiing of aircraft from one part of an aerodrome to another. A taxiway includes a taxilane, an apron taxiway, and a rapid exit taxiway.		
threshold	the beginning of that portion of the runway usable for landing.		
Type A chart	a chart which contains information on all significant obstacles within the take-off area of an aerodrome up to 10 km from the end of the runway.		
Type B chart	an obstacle chart which provides obstacle data from around the aerodrome.		
Y location code	the international code prefix used to identify Australian aerodromes.		



Version 1.1



Reference material

Document type	Title		
Regulation	Part 123 of the Civil Aviation Safety Regulations 1998		
Forms			
Form no. Title			
Form	ABC Initial Issue Application Form		



Preface

Amendment record

(Part 139 MOS – 10.03)

Revisions to this manual are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of this manual, a summary of the changes made is also recorded.

Version no.	Date of change	Parts and page	Summary of change(s)
1.0	April 2021	All	Initial issue
1.1	March 2022	all	For adoption

Distribution list

(Part 139 MOS - 10.02(2)(7))

A copy of this manual is retained in the Berrigan Shire Council Office at 56 Chanter Street, Berrigan. This manual is made available to CASA for inspection if requested.

Electronic or printed copies of this manual are further distributed as follows:

Copy No.	Manual holder	Electronic	Hard copy
(if assigned)		Format	
	Civil Aviation Safety Authority Australia,		
	District Aerodrome Inspector, Matthew Windebank		
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	MELBOURNE VIC 3000		
1	Matthew.windebank@casa.gov.au		
	Berrigan Shire Council		
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		"Springside" South Coree Road	
		FINLEY NSW 2713	
	8	Sandymassina1@gmail.com	

Berrigan Shire makes this manual available to all relevant persons on our website. Access is also available to staff on our intranet.

Persons printing this manual should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

1 Aerodrome Administration

1.1 Operator's statement

(CASR 139.110(5)(c))

The Tocumwal Airport Aerodrome Manual has been prepared in accordance with the requirements set out in the Civil Aviation Safety Regulations 1998 (CASRs), and associated Part 139 (Aerodromes) Manual of Standards 2019 (Part 139 MOS).



The contents of this manual describe the systematic approach to the operation and maintenance of Tocumwal Airport and demonstrates Berrigan Shire Council's commitment to managing the aerodrome safely and promoting a positive safety culture.

The aerodrome will be operated and maintained in accordance with the procedures set out in this manual, and in any subsidiary materials that are referenced in this manual, unless a temporary noncompliance or deviation from the procedures is necessary to ensure the safety of aircraft, aircraft operations, or individuals using the aerodrome. If the temporary non-compliance or deviation in the procedures is to take effect on a permanent basis, the manual will be updated. CASA will be advised of a temporary deviation or a change to this manual within 30 days.

At all times when the aerodrome is operating, the aerodrome manual and any subsidiary materials will be accessible by those personnel who have a role of responsibility.

This manual identifies persons from all levels of the organisation that are responsible and accountable for the safe operation of the aerodrome. As the authorisation holder, Berrigan Shire Council is committed to ensuring that all individuals understand their responsibilities and accountabilities as defined within this aerodrome manual.

Signed: Name: Karina Ewer Position: Chief Executive Officer

1.2 Organisational structure

(Part 139 MOS – 11.02(a)(i))

An organisational chart which clearly identifies all personnel responsible for the management and administration of Tocumwal Airport is inserted below:





1.3 Key personnel

1.3.1 Accountable Manager

(CASR 139.110(1)(5); Part 139 MOS – 11.02(a)(ii); 13.02; 16.08(3); 25.04(2)(4))

Name: Darron Fruend

Management position: Operations Manager – Aerodrome Manager

Responsibilities:

To ensure Berrigan Shire Council:

• complies with civil aviation legislation



- operates and maintains the aerodrome safely and with a reasonable degree of care and diligence
- operates and maintains the aerodrome in accordance with the aerodrome manual for the aerodrome.

The accountable manager has a general knowledge of the relevant civil aviation safety legislation and standards that are applicable to the inspection, reporting, operation and maintenance of the aerodrome.

1.3.2 Management positions (aerodrome operation and maintenance)

(Part 139 MOS – 11.02(a)(ii))

The management position(s) responsible for the operation of the aerodrome is:

Management position: Aerodrome Manager

Responsibilities: Full responsibility for operational issues relating to the aerodrome.

The management position(s) responsible for the maintenance of the aerodrome is:

Management position: Aerodrome Manager

Responsibilities: Full responsibility for maintenance of the aerodrome including approval of works and control of budget.

1.3.3 Aerodrome operations and Safety functions

(Part 139 MOS – 11.02(c))

The following individuals or positions are responsible for the aerodrome's operations and safety functions:

Individual / position:	Aerodrome Manager	
Responsibilities:	Planning and safe conduct of all major projects	
	Issue of NOTAMS as required	
Individual / position:	Reporting Officers	
Responsibilities:	Planning and safe conduct of minor projects	
	Completion of serviceability inspections of the aerodrome	
	Issue of NOTAMS as required	

1.4 Aerodrome manual administration

(Part 139 MOS – 10.01(1)(2)(3); 10.02(1)(3)(4); 10.04(1)(2)(b)(c); 11.02(b))

This aerodrome manual identifies all elements required by the Part 139 MOS. Information that is not relevant to the aerodrome's operational context or regulatory compliance is marked NOT APPLICABLE or N/A.

All required information is contained in this manual and no subsidiary materials have been adopted.



This manual will at all times be accessible by those persons who have a role in the operation and maintenance of the aerodrome.

1.4.1 Manual control

(Part 139 MOS – 10.01(4); 11.02(b))

The following individuals / positions are responsible for reviewing, maintaining, amending and controlling this aerodrome manual:

Individual / position	Role / Function
Aerodrome Manager	Overall control of the document and regular review and amendment to meet changing needs and changes to the aerodrome facilities or operating procedures
Chief Executive's Personal Assistant	Amendment to Contact and User details

1.4.2 Manual amendment

(Part 139 MOS – 10.03(1)(2)(3))

To maintain the accuracy of this manual, the aerodrome manual controller(s) will be advised of any changes to the aerodrome's facilities, operating procedures, or of any errors or omissions, so that an amendment can be made.

When an amendment is made, the aerodrome manual controller will update the amendment record in the respective section of this manual.

So that readers can identify information in the manual that has changed, the following procedure has been adopted:

Tracked changes in which the changed information:

- a) is shown in a different format to the unchanged information, and
- b) includes reference to the date the change was made.

Within 30 days of any amendment to this manual, written notice of the change and a copy of the changed part of the aerodrome manual is provided to CASA.

1.4.3 Manual review

(Part 139 MOS – 12.09(6)(a)(ii))

This manual will be reviewed annually as part of the aerodrome manual validation process.

1.5 Authorisations

1.5.1 Aerodrome certificate – conditions



(Part 139 MOS - 11.01(3)(c))

The aerodrome was formerly a registered aerodrome. The aerodrome manual has been submitted to CASA. An aerodrome certificate has yet to be issued.

1.5.2 Aerodrome instruments

(Part 139 MOS – Chapter 11.01(3)(a))

No approvals, determinations, directions, exemptions or other instruments have been issued by CASA.



2 Aerodrome Information

2.1 Aeronautical information

(Part 139 MOS - 11.01(1); Chapter 5)

2.1.1 Aerodrome diagram

(Part 139 MOS – 11.01(1); 5.03(1)(a)-(j))

A single aerodrome diagram that clearly illustrates all applicable aerodrome facilities prescribed in subparagraph 5.03(1) of the Part 139 MOS is inserted below.





2.1.2 Aerodrome administration statement

(Part 139 MOS - 11.01(1); 5.03(2)(a)-(c))

The aerodrome's administration information prescribed in subparagraph 5.03(2) of the Part 139 MOS is recorded below:

Name of aerodrome operator:	Berrigan Shire Council
Postal address:	56 Chanter Street, Berrigan NSW 2712
Phone number:	03 5888 5100
E-mail address:	mail@berriganshire.nsw.gov.au



Website:	www.berriganshire.nsw.gov.au
Facsimile number (if provided):	03 5888 5092
Name of after-hours contact:	Darron Fruend
Phone number:	0407069764
E-mail address:	darronf@berriganshire.nsw.gov.au
Facsimile number (if provided):	NA
Aerodrome usage:	Public Use

2.1.3 Aerodrome location statement

(Part 139 MOS - 11.01(1); 5.03(4)(a)-(f))

The aerodrome's location information prescribed in subparagraph 5.03(4) of the Part 139 MOS is recorded below:

Aerodrome name: State/Territory:	Tocumwal Aerodrome NSW
ARP latitude (WGS84):	35 48 37.17S
ARP longitude (WGS84):	145 36 11.68E
Y location code:	YTOC
Elevation:	372
Type A charts (if published):	Type A charts are not provided
Type B charts (if published):	Type B charts are not provided

Movement area information - runways

2.1.3.1 Runway code number

(Part 139 MOS - 11.01(1); 5.04(1)(a))

The code number of the runway(s) is recorded in the table below:

Runway	Code number
09/27	Code 2
18/36	Code 2

2.1.3.2 Runway bearing, length, width, and surface type

(Part 139 MOS - 11.01(1); 5.04(1)(b)(c))

The bearings, length, width, and surface type(s) of the runway(s) is recorded in the table below:



Runway	Runway bearing (Magnetic)	Runway length (m)	Runway width (m)	Runway surface type, or types (non-homogenous runways)
09/27	087 39	1200	30	BITUM
18/36	177 42	1273	30	BITUM

2.1.3.3 Threshold geographical location & elevation - instrument runways

(Part 139 MOS – 11.01(1); 5.04(1)(d)(i)(ii))

The geographical location coordinates, and the elevation of the midpoint of the runway threshold for each instrument runway are recorded in the table below:

Runway threshold	Latitude (WGS84)	Longitude (WGS84)	Midpoint elevation
RWY09	35 48 36.28S	145 35 42.33E	372
RWY27	35 48 42.04S	145 36 29.19E	365

2.1.3.4 Runway pavement strength rating

(Part 139 MOS – 11.01(1); 5.04(1)(e))

The strength rating of the runway(s) pavement is recorded in the table below:

ACN – PCN strength rating	Runway 09/27	Runway <i>18/36</i>
PCN value	Not Determined	Not Determined
Pavement type		F
	F	
Pavement subgrade	С	С
MAX Take-off weight	5700	5700
MAX tyre pressure value	0.58	0.58
ACN – PCN	Runway 09/27	Runway 18/36
strength rating		
	NA	
category		NA
PCN evaluation method	NA	NA



2.1.3.5 Runway strip length and width

(Part 139 MOS – 11.01(1); 5.04(1)(f))

The length and width of the runway strip(s) is recorded in the table below:

Runway	Runway strip length (m)	Runway strip width (m) (graded)	Runway strip width (m) (including flyover)
09/27	1320	90	90
18/36	1520	90	90

2.1.3.6 Runway slope

(Part 139 MOS – 11.01(1); 5.04(1)(g))

The runway slope(s) is / are recorded in the table below:

Runway	Runway slope
09/27	0.15% to W
18/36	0.08% To N

2.1.3.7 Runway declared distances

(Part 139 MOS - 11.01(1); 5.04(1)(h))

The declared distances for each runway are recorded in the table below:

	Runway <i>09</i>	Runway 27	Runway 18	Runway 36
Take-off run available (TORA)	1200 m (3937 ft)	1200 m (3937 ft)	1273 m (4177 ft)	1273 m (4177 ft)
Take-off distance available (TODA)	1260 m (4134 ft)	1260 m (4134 ft)	1333 m (4373 ft)	1460 m (4790 ft)
TODA gradient	3.62%	2.11%	3.82%	2.33%
Accelerate-stop distance available (ASDA)	1200 m (3937 ft)	1200 m (3937 ft))	1273 m (4177 ft)	1273 m (4177 ft)
Landing distance available (LDA)	1200 m (3937 ft)	1200 m (3937 ft)	1273 m (4177 ft)	1273 m (4177 ft)



2.1.3.8 Intersection departure take-off distances available

(Part 139 MOS – 11.01(1); 5.04(1)(h); 5.12(3)(4)) Intersection

departures are not available.

2.1.3.9 Supplementary take-off distances available (STODA)

(Part 139 MOS – 11.01(1); 5.04(1)(h))

The supplementary take-off distances for each runway are recorded in the table below:

Obstacle clear take-off gradient	Runway 09	Runway 27	Runway 18	Runway 36
1.6%		1218 m (3996 ft)		1138 m (3734 ft)
1.9%		1246 m (4088 ft)	936 m (3071 ft)	1300 m (4265 ft)
2.2%	958 m (3143 ft)		1047 m (3435 ft)	1419 m (4655 ft)
2.5%	1083 m (3553 ft)		1130 m (3707 ft)	
3.3%	1226m (4022 ft)		1279 m (4916 ft)	
5%				

2.1.3.10 Established OLS for the runway

(Part 139 MOS - 11.01(1); 5.04(1)(i))

The code number of the runway(s) OLS is recorded in the table below:

Runway end	Established code
09	Code 3
27	Code 3
18	Code 2
36	Code 2

2.1.3.11 Type A charts

(Part 139 MOS - 11.01(1); 5.04(1)(j)(i))

A Type A chart is not required and has not been prepared.

2.1.3.12 Type B charts



BERRIGAN SHIRE

(Part 139 MOS – 11.01(1); 5.04(1)(j)(ii)) A type B chart has not been prepared.

2.1.3.13 Obstacle-free zone (OFZ) (Part 139 MOS – 11.01(1); 5.04(1)(k))

An obstacle free zone is not identified.

2.1.3.14 Arrestor system

(Part 139 MOS - 11.01(1); 5.04(1)(I))

An arrestor system is not provided.

2.1.4 Movement area information – runway strip availability

(Part 139 MOS - 11.01(1); 5.04(2)(a)(b))

The runway strip is not available for take-offs and landings.

2.1.5 Movement area information – taxiways

(Part 139 MOS - 11.01(1); 5.04(3)(a)-(d))

Each taxiway designation, code letter, width, and surface type are recorded in the table below:

Taxiway name	Taxiway designation	ARC letter	Taxiway width (m)	Taxiway surface type
All Taxiways}	NA	В	8m	Bitumen Seal

2.1.6 Movement area information – aprons

(Part 139 MOS – 11.01(1); 5.04(4)(a)-(c); 5.04(5)(a)(b))

The aerodrome has no international operations, nor have the parking position designations been provided to Airservices for publication in the AIP. The apron surface type(s) is / are recorded in the table below:

Apron	Apron surface type
Terminal Apron	Bitumen seal, Concrete and Grass

2.1.7 Visual aids – approach and runway lighting systems

(Part 139 MOS – 11.01(1); 5.05)

2.1.7.1 Approach lighting system(s) (ALS)

(Part 139 MOS – 11.01(1); 5.05(1)(a))



The aerodrome does not have a runway approach lighting system.

2.1.7.2 Runway threshold lights and wing bars

(Part 139 MOS - 11.01(1); 5.05(1)(b))

The aerodrome does not have runway threshold lights or wing bars.

2.1.7.3 Visual approach slope indicator system (VASIS)

(Part 139 MOS - 11.01(1); 5.05(1)(c))

Visual approach slope indicator system(s) is / are not provided.

2.1.7.4 Touchdown zone (TDZ) lighting

(Part 139 MOS – 11.01(1); 5.05(1)(d))

Touchdown zone lighting is not provided.

2.1.7.5 Runway centreline lights

(Part 139 MOS - 11.01(1); 5.05(1)(e))

Runway centreline lights are not provided.

2.1.7.6 Runway edge lights

(Part 139 MOS - 11.01(1); 5.05(1)(f))

The length, longitudinal spacing, colour and intensity of the runway edge lights are recorded in the table below:

Runway designation	Length (m)	Longitudinal spacing (m)	Colour	Intensity (cd)
09/27	1200m	90m	white	110

2.1.7.7 Runway end lights

(Part 139 MOS – 11.01(1); 5.05(1)(g); Chapter 9, Division 10)

The colour(s) of the runway end lights is / are recorded in the table below:

Runway end	Runway end lights – colour



09	Red
27	Red

The colour of wing bars (if provided) are recorded in subsection 2.1.8.2 of this manual.

2.1.7.8 Stopway lights

(Part 139 MOS - 11.01(1); 5.05(1)(h))

The aerodrome does not have stopway lights.

2.1.7.9 Starter extension lighting

(Part 139 MOS - 11.01(1); 5.05(1)(i))

The aerodrome does not have starter extension lighting.

2.1.7.10 Runway threshold identification lights (RTIL)

(Part 139 MOS - 11.01(1); 5.05(1)(j)) The

aerodrome does not have RTIL.

2.1.7.11 Pilot activated lighting (PAL) system

(Part 139 MOS - 11.01(1); 5.05(1)(k))

The availability of a PAL system is as follows:

PAL+AFRU operates on the VHF radio frequency 125.5 MHz and requires three one-second pulses to activate

2.1.8 Visual aids – other lighting and secondary power supply

2.1.8.1 Aerodrome beacon

(Part 139 MOS – 11.01(1); 5.05(2)(a))

The aerodrome does not have an aerodrome beacon.

2.1.8.2 Taxiway lighting systems (including holding positions and stop bars)

(Part 139 MOS - 11.01(1); 5.05(2)(b))



The lighting systems for taxiways, including taxiway holding positions and stop bars (where provided), are recorded in the table below:

Taxiway	Taxiway lighting systems			
designation	Edge lights	Centreline lights	Stop bars	Holding position lights
A	blue	N/A	N/A	Yellow light each side of taxiway

2.1.8.3 Apron lighting systems (including VDGS)

(Part 139 MOS – 11.01(1); 5.05(2)(c))

Apron lighting is not provided at the aerodrome.

2.1.8.4 Other movement areas – lighting systems

(Part 139 MOS – 11.01(1); 5.05(2)(d))

No other movement area lighting systems are provided at the aerodrome.

2.1.8.5 Obstacle lighting for OLS infringements

(Part 139 MOS - 11.01(1); 5.05(2)(e))

All lit obstacles within the aerodromes OLS are recorded in the table below:

Obstacle type	Obstacle position	Elevation (ft)	Lighting (type / colour)
Tower west of aerodrome	277 DEG MAG 2.6 NM FM ARP	546 ft AMSL	LIOL – flashing red

2.1.8.6 Secondary power supply (including switch-over time)

(Part 139 MOS - 11.01(1); 5.05(2)(f))

A secondary power supply is not provided.

2.1.9 Navigation aids

(Part 139 MOS - 11.01(1); 5.06)

No navigation aids are provided by the aerodrome operator.

2.1.10 Aviation rescue and fire-fighting services (ARFFS)

(Part 139 MOS - 11.01(1); 5.07)

An ARFFS is not provided by the aerodrome operator.



2.1.11 Ground services

2.1.11.1 Fuel suppliers

(Part 139 MOS - 11.01(1); 5.08(a))

Fuel suppliers and their contact details are recorded in the table below:

Fuel supplier	Fuel type	Contact details	After-hours contact details
Aero Refuellers - unmanned	AVGAS	0413 003 808	0413 003 808

2.1.11.2 Weather information broadcasts

(Part 139 MOS - 11.01(1); 5.08(b))

Aerodrome weather information broadcasts are not provided by the aerodrome operator.

2.1.11.3 Ground-to-air communication systems

(Part 139 MOS – 11.01(1); 5.08(c))

Ground-to-air communication systems are not provided by the aerodrome operator.

2.1.11.4 Other aviation-related services made available to pilots

(Part 139 MOS – 11.01(1); 5.08(d))

No other aviation-related services are made available to pilots by the aerodrome operator.

2.1.12 Aerodrome operational procedures – standard taxi routes

2.1.12.1 Standard taxi routes determined by aerodrome operator

(Part 139 MOS – 11.01(1); 5.09(1)(a))

Standard taxi routes have not been determined by the aerodrome operator.

2.1.12.2 Standard taxi routes determined by the ATS provider

(Part 139 MOS - 11.01(1); 5.09(1)(b))

Standard taxi routes have not been determined by the ATS provider.



2.1.13 Aerodrome operational procedures – special procedures

(Part 139 MOS – 11.01(1); 5.09(2))

Special procedures unique to the aerodrome which pilots would reasonably be expected to know in the interests of aviation safety are recorded below:

Gliding operations HJ. Simultaneous operations from parallel runways. CONTRA CIRCUITS IN OPERATION.

THERE IS NO DEAD SIDE WITH CONTRA CIRCUITS.

Gliders and tugs use separate runways 09L/27R and 18R/36L, marked by orange gable and flush markers. Also available for ultralights and tailskid-equipped aircraft.

Glider and tugs circuits to north or west, other aircraft circuits to south or east. Other aircraft must not infringe glider/ultralight circuits below 1500FT AGL.

Right hand circuits use runways 09R and 36R. Gliders and tugs right hand circuits use runways 18R and 27R.

WHERE POSSIBLE AIRCRAFT SHOULD CONFORM TO ESTABLISHED RUNWAY DIRECTION IN USE. Join circuit in downwind position or upwind along runway 09R/27L or 18L/36R. In summary, powered aircraft operate to the south of runway 09/27 and to the east of runway 18/36

If use of a crossing runway is operationally necessary a wide circuit to join a long final clear of established circuit traffic is advised. On departure maintain runway heading until clear of other traffic.

2.1.14 Aerodrome operational procedures – notices

(Part 139 MOS - 11.01(1); 5.09(3))

Cautionary or administrative notices relating to the safe use of the aerodrome are recorded below:

Animal and bird hazard exists

Model ACT OPR WI 0.6NM RAD of PSN 355649.6S 1454207.3E BRG 138 MAB 9.6NM FM

ARP, HJ. OPR will MNT CTAF. OPR CTC TEL: 0429239308. SFC TO 2,000FT AGL.

2.1.15 Aerodrome operational procedures – low-visibility procedures

(Part 139 MOS – 11.01(1); 5.09(4)(a)(b)(c))

Low-visibility procedures are not established at the aerodrome.



2.2 Aerodrome site plan

(Part 139 MOS – 11.01(2)(a)(i)-(v))

A scaled plan of the aerodrome site that clearly shows all applicable aerodrome facilities prescribed in subparagraph 11.01(2)(a) of the Part 139 MOS is available in Appendix 1 of this manual.

2.3 Site plan – facilities outside the aerodrome boundary

(Part 139 MOS - 11.01(2)(b))

Tocumwal Airport does not own any aerodrome facilities or equipment that is located outside the boundaries of the aerodrome; therefore, this subsection is NOT APPLICABLE.

2.4 Aerodrome reference code (ARC) nominations

(Part 139 MOS - 4.01; 11.01)

2.4.1 Runways

(Part 139 MOS – 11.01(2)(c))

The aerodrome reference code (ARC) number, letter and OMGWS for each runway are recorded in the table below:

Runway	ARC number	ARC letter	OMGWS
RWY 09/27	Code 2	Code B	4.5 m up to but not including 6 m
RWY 18/36	Code 2	Code B	4.5 m up to but not including 6 m

2.4.2 Taxiways and taxilanes

(Part 139 MOS – 11.01(2)(c))

The aerodrome reference code (ARC) letter and OMGWS for each taxiway and taxilane is recorded in the table below:

Taxiway / Taxilane	ARC letter	OMGWS
All Taxiways	Code B	4.5 m up to but not including 6 m

2.4.3 Aircraft parking positions

(Part 139 MOS - 1.08(2))

Marked aircraft parking positions (primary and secondary) are not provided; therefore, this subsection is NOT APPLICABLE.



2.4.4 Holding bays (aircraft)

(Part 139 MOS – 1.08(2); 6.55(2))

Aircraft holding bays are not provided; therefore, this is NOT APPLICABLE.

2.5 Instrument classification of each runway

(Part 139 MOS – 3.01(2); 11.01(2)(d))

The instrument classification for each runway end is recorded in the table below:

Runway designation	Instrument classification
RWY 09	non-precision runway
RWY 27	non-precision runway
RWY 18	non-instrument runway
RWY 36	non-instrument runway

2.6 Deviations from preferred standards

(Part 139 MOS – 1.08(3)(4); 11.01(3)(d))

2.6.1 Location of runway threshold

(Part 139 MOS - 6.01(3)(4)(6); 8.26)

The following runway thresholds are permanently displaced from the extremity of the runway:

Runway end	Distance of permanent threshold displacement	Reasons for permanent threshold displacement
18	127 m (417 ft)	Pavement unserviceable

2.6.2 Runway turn pad / bypass pad

(Part 139 MOS – 6.03(2)(3))

Runway turn pads / bypass pads are not provided.

2.6.3 Runway longitudinal slope values

(Part 139 MOS - 6.06(1)-(7))

The maximum runway longitudinal slope values expressed in subparagraphs 6.06(1) to (6) of the Part 139 MOS have not been exceeded.

2.6.4 Runway transverse slope values

(Part 139 MOS – 6.08(2)(3))



The runway transverse slope values expressed in Table 6.08(2) of the Part 139 MOS have not been exceeded.

2.6.5 Runway surfaces

2.6.5.1 Average surface texture depth

(Part 139 MOS - 1.08(4); Table 6.09(1)-1)

The preferred average surface texture depth of 1 mm has been met on all runways.

2.6.5.2 Friction values

(Part 139 MOS – 108(4); Table 6.09(1)-2)

The aerodrome is not used for scheduled international air transport operations.

2.6.6 Longitudinal slope design values on graded runway strip

(Part 139 MOS - 6.18(1)(2))

The design longitudinal slope values expressed in subparagraph 6.18(1) of the Part 139 MOS have not been exceeded.

2.6.7 Runway end safety area (RESA)

(Part 139 MOS - 1.08(4); 6.26(4))

The preferred RESA length as stated in Table 6.26(4) of the Part 139 MOS has not been met on the following runways:

Runway designation	Actual RESA length	Reasons why the preferred RESA length not met
09	110m	Aerodrome property boundary

2.6.8 Taxiway longitudinal slope values

(Part 139 MOS - 1.08(4); 6.40(1)(2)(3))

The maximum taxiway longitudinal slope values expressed in subparagraphs 6.40(1) and (2) of the Part 139 MOS have not been exceeded.

2.6.9 Taxiway transverse slope values

(Part 139 MOS - 6.41(2)(3))

The taxiway transverse slope values expressed in Table 6.41 (2) of the Part 139 MOS have not been exceeded.



2.6.10 Colour of aerodrome markings, markers, signals and signs

(Part 139 MOS – Table 8.03(1))

AS Code R13 (signal red) has been used for all aerodrome markings, markers, signals and signs (as applicable).

2.6.11 Runway edge lights on a reduced runway width

(Part 139 MOS - 9.51(10)(11))

A reduction in runway width has been declared in the AIP for runway *09/27*. Due to the previously defined runway edge, the runway edge lights are now located beyond three (3) m from the edge of the runway. The runway edge lights will remain in place until they are upgraded or replaced. The location of the runway edge lights has been published in the AIP ERSA.

2.6.12 Spacing of taxiway edge lights

(Part 139 MOS – 9.92(1))

The spacing of all taxiway edge lights complies with section 9.92 of the Part 139 MOS.

2.7 Facilities with retained compliance

2.7.1 Non-compliant grandfathered facilities

(Part 139 MOS – 11.01(3)(b))

At the time of commencement of the Part 139 MOS, the following aerodrome facilities / OLS do not comply with the new standards.

These aerodrome facilities / OLS did meet a previous standard that was in place at the time the facility was introduced, last upgraded or replaced.

These facilities will be maintained in accordance with the requirements set out in the Part 139 MOS for the same facility.

Facility (grandfathered)	Description of non-compliance
Runway edge lighting	Spacing exceeded and distance from runway edge exceeded
Threshold lighting	Non standard pattern
Taxiway lighting	Non standard spacing

2.7.2 Grandfathered facilities – opted-in

(Part 139 MOS - 2.01 opted-in)

All grandfathered facilities remain grandfathered to a previous standard.



3 Aerodrome Operating Procedures and Systems

3.1 Reporting aeronautical data and information

This section documents the procedures for:

- providing information to the AIS provider (Airservices) for publication in the Aeronautical Information Package (AIP)
- notifying Airservices of any changes that are required to be made to the information that is published in the AIP
- reporting to the NOTAM Office (NOF) any changes to the condition of the aerodrome facility, or any hazards, that may adversely affect aviation safety
- reporting hazards that may adversely affect aviation safety to ATC
- making the aerodrome reports readily accessible to relevant personnel
- retaining reports for at least 3 years
- maintaining the integrity of information that is published.

3.1.1 Personnel with responsibilities – data originator

(CASR 175.445; Part 139 MOS – 11.05(3))

3.1.1.1 AIP responsible person

(CASR 175.445(1)(2); Part 139 MOS – 11.05(3))

The nominated AIP responsible person for *Tocumwal* Airport is *Darron Fruend, Aerodrome Manager, 56 Chanter Street, Berrigan NSW 2712, Mobile 0407069764. Office 03 5888 5100.*

Their nomination has been provided to Airservices on the Aeronautical Data Originator (ADO) form that is available on the Airservices Australia website.

To meet the requirements of CASR 175.445, *Berrigan Shire Council* ensures that the AIP responsible person has been suitably trained so that they have the knowledge and competence to carry out their responsibilities.

Where a change to the AIP responsible person is required, a new ADO form will be submitted to Airservices informing them of the new appointment. This subsection of the manual will also be updated to reflect the change in nomination.

3.1.1.2 NOTAM authorised person(s)

(CASR 175.445(4)(5); Part 139 MOS - 11.05(3))

Persons who are authorised to request the issue, review, and cancellation of NOTAMs at Tocumwal Airport are listed below:

NOTAM authorised person(s)


Version 1.1

Eddie Madden 03 5874 2734 | Mobile 0427 534 122

Darron Fruend 03 5888 5100 | Mobile 0407 069 764

To meet the requirements of CASR 175.445, Berrigan Shire Council ensures that these persons have been suitably trained so that they have the knowledge and competence to request the issue, review and cancellation of NOTAMs.

The list of NOTAM authorised person(s) is also recorded in the NAIPS system that Airservices administers.

A NOTAM group manager who is responsible for maintaining and updating the NOTAM group is also recorded in the NAIPS system.

The NOTAM group manager for Tocumwal Airport is Gary George.

Where a change to the NOTAM group is required, the NOTAM group manager will update the NAIPS system. This subsection of the manual will also be updated to reflect the change in NOTAM authorised person(s).

3.1.2 Changes to published aeronautical information

(CASR 175.455, 175.460; Part 139 MOS – 11.05(1)(a))

The AIP responsible person is authorised to request a change to information that is published in the AIP.

Berrigan Shire Council ensures that all requests for a change adhere to Airservices data quality requirements and are in a format that allows Airservices to readily identify the required change(s) to the existing published data or information, including any consequential changes.

As soon as practicable after becoming aware of the change, a request for a change will be made in writing to Airservices at: <u>docs.amend@airservicesaustralia.com</u>.

Berrigan Shire Council ensures that a statement of any consultation undertaken is provided with the request for change if the data is expected to cause an aviation organisation to make plans for changes to the organisations' operating procedures.

Once the request for a change has been submitted, the Aeronautical Data Package / Section 2 of this manual will be amended to reflect the change in aeronautical information.

Berrigan Shire Council endeavours to ensure that long-term changes are planned and incorporated into the AIP. Aeronautical information is updated quarterly. The Airservices document amendment calendar is published on the Airservices website. To best ensure the timely communication of a change to published information, the deadlines for submissions are monitored by the AIP responsible person.

3.1.3 Advising NOTAM Office (NOF) of changes – aerodrome conditions / hazards

(CASR 175.470; Part 139 MOS – 11.05(1)(b)(c))



In the event there is a change to the condition of the aerodrome facility, or there is a hazard to aircraft operations, a NOTAM authorised person will, as soon as possible after the condition or hazard is detected, request the issue of a NOTAM.

To request the issue of a NOTAM, the NOTAM authorised person will complete a NOTAM request form which is available on the Airservices website.

The completed NOTAM request form will be submitted electronically to the Notam Office (NOF) at: nof@aiservicesaustralia.com.

Alternatively, a NOTAM request form will be faxed to the NOF. The fax number for the NOF is:

02 6268 5044.

In an emergency or if the matter is urgent, the NOTAM authorised person may phone the NOF to request the immediate issue of a NOTAM. In these circumstances, the NOF can be contacted on:

02 6268 5063.

Urgent reports made by phone will be confirmed as soon as possible by the submission of a NOTAM request form forwarded either by e-mail or facsimile.

On submission of the request to issue a NOTAM, the NOTAM authorised person will obtain a copy of the published NOTAM through NAIPS to check the accuracy of that information which has been published. If an error is discovered, the discrepancy will be reported immediately to the NOF.

NOTAM will normally only be used in the case of operationally significant changes (reportable occurrences) that are required at short notice. The list of reportable occurrences is contained in subsection 3.2.6.1 of this manual.

3.1.4 Reporting hazards that may adversely affect aviation safety to ATC

(Part 139 MOS - 11.05(1)(d))

As the aerodrome is not a controlled aerodrome, hazards that are of an urgent nature and may adversely affect aviation safety for aircraft en-route to the aerodrome will be communicated to Melbourne ATC centre. The contact phone number is *02 6268 5063*.

3.1.5 Record keeping – reports

(Part 139 MOS – 11.05(2)(a)(b))

A copy of all NOTAMs requested by Tocumwal Airport are:

Retained by: Aerodrome Manager

Stored securely at: Berrigan Shire Council Offices.

A copy of all requests for change(s) to published information that are sent to Airservices docs amend are:

Retained by: Aerodrome Manager



Stored securely at: Berrigan Shire Council Offices.

Copies of all requests are held on file for a minimum period of three (3) years from the date each request was made.

The AIP responsible person and NOTAM authorised person(s) have access to all reports held on file.

The accuracy and currency of all active NOTAMs requested by Tocumwal Airport is checked by the aerodrome reporting officer during the serviceability inspection process. Refer to subsection 3.2.4.1 of this manual.

3.1.6 Review of published information

(CASR Part 175.465; Part 139 MOS – 12.09(6)(a)(i); 12.11(11)(d)(i))

The Aerodrome Manager will review, at least once annually, the published aeronautical data and aeronautical information for which the aerodrome is responsible. Documented evidence of each review is:

Retained by: Aerodrome Manager

Stored securely at: Berrigan Shire Council Offices.

Berrigan Shire Council ensures the records of each review are kept for a minimum period of three (3) years from the date the review was completed.

In the event inaccurate information is identified during the review, the AIP responsible person will notify Airservices immediately.

3.2 Aerodrome serviceability inspections

(Part 139 MOS - 11.03(1)(2))

This section documents the procedures for:

- scheduling, conducting and reporting on the results of routine aerodrome serviceability inspections and additional aerodrome serviceability inspections should the circumstances require them to be conducted
- communicating with ATC during the inspection (if applicable)
- taking prompt follow-up action(s) to ensure the correction of any unsafe conditions arranging a technical inspection if an unsafe condition is identified
- maintaining records of inspections.

3.2.1 Positions with responsibilities

(CASR 139.080(2); 139.085(2); Part 139 MOS – 11.03(2)(a)-(d); 13.03(a)-(f))

The Aerodrome Manager is responsible for managing the aerodrome's serviceability inspections, ensuring that they occur in accordance with the requirements of the Part 139 MOS, and this manual.



The following is a list of personnel authorised to perform the functions of a reporting officer. The authorisation allows them to carry out serviceability inspections at Tocumwal Airport.

Name	Position	Function
Darron Fruend	Aerodrome Manager	Reporting Officer
Eddie Madden	Reporting Officer	Reporting Officer

All personnel appointed as reporting officers have been trained so that they can competently carry out their duties at this aerodrome, without the need for supervision.

Berrigan Shire Council ensures all training activities for reporting officers are recorded to verify achieved competencies.

All reporting officers undergo recurrent training every two to five years as is recommended in guidance material published by CASA.

A training schedule has been established and is maintained by Berrigan Shire HR Services Officer. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all reporting officers are:

Maintained by: Berrigan Shire HR Services Officer

Stored securely at: Berrigan Shire Council Offices.

The Aerodrome Manager is responsible for reporting the results of the inspections.

The Aerodrome Manager is responsible for taking follow-up action if an unsafe condition is identified during the inspection.

3.2.2 Routine serviceability inspections

(Part 139 MOS – 11.03(1)(a)(i); 12.01(2)(3))

The aerodrome has no scheduled air transport operations. A minimum of two (2) aerodrome serviceability inspections are conducted each week (at least 48 hours apart).

The serviceability inspections occur in accordance with the pre-determined schedule below:

Day of Inspection	Inspection times
Twice weekly	Between 7:00am and 10:00pm

3.2.3 Additional serviceability inspections

(Part 139 MOS – 11.03(1)(a)(ii); 12.01(1)(a)-(d))

Tocumwal Airport ensures that the reporting officer conducts additional serviceability inspections immediately any of the following occur:

• following an incident or accident

- BERRIGAN SHIRE
- a severe wind event, a severe storm or a period of heavy rainfall
- if a hazard to aircraft may be present on the manoeuvring area
- when requested in writing by CASA
- when requested by ATC
- when a pilot or ARFFS provider reports a hazard.

3.2.4 Inspection procedures

(Part 139 MOS – 11.03(1)(b))

When conducting a serviceability inspection, the reporting officer will ensure that the vehicle they use to complete the inspection is:

- in a sound mechanical state to prevent a breakdown, unsafe operation, and any spillage of fuel lubricant or hydraulic fluid
- lit in accordance with the requirements set out in subsection 3.5.3 of this manual •
 equipped with a VHF radio capable of monitoring the CTAF and / or ATC frequency.

Reporting officers are instructed to maintain a continuous listening watch of the VHF radio at all times when operating on the manoeuvring area.

Procedures for conducting runway inspections, including the direction of travel, communication procedures, actions in the event of a communication failure or vehicle breakdown etc. are documented in the Tocumwal Aerodrome Airside Vehicle Control Rules.

This is a subsidiary document to this manual and is available at: Berrigan Shire Council website: <u>www.berriganshire.nsw.gov.au</u> or from the Berrigan Shire Council offices.

3.2.4.1 Inspection items

(Part 139 MOS - 12.03(3)-(11))

When performing each serviceability inspection, aerodrome reporting officers will check:

- 1. The surface condition of the movement area (which also includes runway and taxiway strips) looking for the following:
 - a. surface irregularities, including cracking or spalling
 - b. pavement deflections, including rutting or slipping
 - c. water pooling or ponding
 - d. build-up of rubber or other contaminants which may reduce runway surface friction
 - e. surface damage caused by the spillage of corrosive fluids or oil
 - f. subsurface leaks or pressure, including broken water mains or inadequate or defective drainage
 - g. scour or erosion ditches within unsealed areas, including step-downs from sealed runway surfaces



- h. termite mounds, sink holes or other ground obstacles obscured, or not obscured, by grass
- i. soft ground, particularly in combination with surface roughness and slipperiness
- j. any other signs of pavement distress which have the potential to develop into a hazard for aircraft.
- 2. Aerodrome markings, lighting, wind direction indicators and ground signals for the following:
 - a. loss of visibility markers and markings
 - b. incorrect markers or markings
 - c. any disturbance to the correct intensity level and alignment of lights
 - d. discoloured or dirty lenses
 - e. unserviceable lights, incorrectly fitted lights, or lights that are misaligned
 - f. stand-by power equipment, to ensure that it is serviceable including the availability of fuel (if applicable)
 - g. the condition of light bases, MAGS and navigation equipment within the movement area, including strips
 - h. exposed edges around concrete footings and other aerodrome installations within the runway and taxiway strips
 - i. damage to the wind indicator assembly or mounting
 - j. for wind indicators damage to sleeve fabric or loss of conspicuous colour
 - k. the correct operation of the pilot activated lighting (if installed)
 - I. the correct operation of the broadcast aerodrome weather station (if installed).
- 3. The cleanliness of the movement area looking for the following:
 - a. foreign objects, for example, aircraft fastening devices and other aircraft parts
 - b. work tools, small items of equipment and personal items
 - c. debris, for example, sand, loose rocks, concrete, wood, plastic, pieces of tyre, mud and any other foreign bodies
 - d. hazards created during and after construction activity, including hazards arising from vehicles and plant travelling over unpaved, wet or contaminated areas.
- 4. For any obstacles infringing the take-off, approach, transitional and PANS-OPS surfaces that are visible from the aerodrome, specifically:
 - a. the take-off, approach and transitional elements of the OLS
 - b. PANS-OPS airspace, including any critical obstacles that would otherwise affect the safety or integrity of PANS-OPS airspace.
- 5. For wildlife on, or in the vicinity of, the movement area:
 - a. the condition of aerodrome fencing and the security of access points to the movement area



- b. monitoring the presence and behaviour of any wildlife on, or likely to be on, the aerodrome, and identifying seasonal and environmental conditions which may act as an attractant
- c. monitoring evidence of wildlife shelter provided by aerodrome infrastructure, for example, buildings, equipment and gable markers
- d. checking for off-aerodrome wildlife attraction sources, observable from the aerodrome site, for example, mowing activities, seeding, standing water bodies, uncovered waste disposal, deceased wildlife or offal
- e. the presence and operating condition of any wildlife hazard mitigating equipment incorporated into the wildlife hazard management procedures for the aerodrome.
- 6. Where the runway and runway strip surfaces are unrated, an empirical assessment of the runway, and the runway strip if it is available for aircraft operations, will be conducted to confirm their suitability.
- 7. Aerodrome fencing and signage to:
 - a. identify any damage
 - b. confirm gates are secured
 - c. ensure there has been no attempted entry onto the manoeuvring area by either landbased wildlife or unauthorised persons.
- 8. Active NOTAMs requested by the aerodrome to ensure they are accurate and current.
- 9. The aerodrome frequency response unit to verify that it is functioning correctly.

All items and the areas that are to be checked as part of each aerodrome serviceability inspection are identified in a checklist titled Tocumwal Aerodrome Inspection Checklist.

The checklist is attached as Appendix A to this manual.

3.2.5 Communicating with ATC during inspection (if applicable)

(Part 139 MOS – 11.03(1)(g))

The aerodrome is not a controlled aerodrome; therefore, this subsection is NOT APPLICABLE.

3.2.6 Reporting inspection results

(Part 139 MOS - 11.03(1)(c); 12.03(12))

Berrigan Shire Council ensures that any significant object found during the serviceability inspection that could reasonably be expected to have an immediate adverse effect on the safety of an aircraft is reported to ATC in accordance with subsection 3.1.4 of this manual.

At the completion of each aerodrome serviceability inspection, the reporting officer records the following information on the Tocumwal Aerodrome Inspection Checklist:

• the date and time the serviceability inspection was completed



- the results of the inspection
- a description of any remedial action taken or scheduled to be taken.

All identified faults that require further corrective action are entered in the Tocumwal Aerodrome maintenance logbook.

Any works activities that are required to correct these faults are conducted in accordance with the works protocols set out in section 3.10 of this manual.

When the fault has been rectified, an entry to confirm the corrective action is complete is made in the Tocumwal Aerodrome maintenance logbook.

Faults that remain open are subject to regular monitoring.

In the event the aerodrome serviceability inspection identifies a reportable occurrence as prescribed in subsection 3.2.6.1 below, a NOTAM authorised person is to contact the NOF to request the issue of a NOTAM. This request is to be made as soon as possible after it is observed and e in accordance with subsection 3.1.3 of this manual.

The NOTAM authorised person has been instructed to provide as much detail as available. Should additional information become known, a revised NOTAM is to be submitted as soon as possible.

At a controlled aerodrome, the aerodrome reporting officer is to advise ATC of any finding identified during the serviceability inspection that requires the issue of a NOTAM.

3.2.6.1 Reportable occurrences to the NOTAM Office

(Part 139 MOS - 11.03(1)(c); 12.04(1)(a)-(i))

A report to the NOF will be made on identification of the following:

- published runway information any change (whether temporary or permanent), including changes to current information contained in permanent NOTAMs or in the AIP
- aerodrome works affecting the manoeuvring area or the obstacle limitation surfaces includes time-limited works that require more than 10 minutes to restore normal safety standards
- aerodrome lighting / obstacle lighting outage or unserviceability, unless the outage or unserviceability is fixed immediately, or does not meet the required outage limits
- temporary obstacles to aircraft operations, unless the temporary obstacle is removed immediately
- any significant increase in, or concentration of, wildlife hazards on or near the aerodrome which constitute a danger to aircraft, unless the wildlife causing the hazard is dispersed immediately
- any change to gradients within the take-off climb area that is due to a new or changed obstacle which results in a change to the gradient of more than 0.05% from the published gradient data for the runway, unless that new or changed obstacle can be removed without delay
- the emergence of new obstacles, unless the new obstacle is removed immediately



- a radio navigation aid or landing aid owned by Berrigan Shire Council is unserviceable or has returned to service
- any other event which affects the safety of aircraft using the aerodrome, unless the event is ceased immediately.

3.2.7 Prompt follow-up action to correct unsafe conditions

(Part 139 MOS – 11.03(1)(d); 12.04(2)(3(4))

In the event the aerodrome serviceability inspection identifies an unsafe condition, the aerodrome reporting officer will:

- immediately report the unserviceability to ATC (if applicable)
- if urgent, advise the NOF via the phone to request the immediate issue of a NOTAM
- mark the unserviceable portion of the movement area so that it is not available by deploying the appropriate markers, markings, and lighting in accordance with the Part 139 MOS
- submit a request to issue a NOTAM (if applicable)
- if issued, verify the accuracy of the NOTAM information published by Airservices
- arrange for a technical inspection as soon as practicable
- arrange for repairs to the affected area ensuring that works requirements are adhered
- confirm the suitability of the repairs and the serviceability of the affected areas before returning to normal operations
 cancel the NOTAM (if applicable)
- advise ATC (if applicable).

3.2.8 Technical inspection of identified unsafe condition

(Part 139 MOS – 11.03(1)(e); 12.08; 12.09; 12.10(2)(d))

If any unsafe condition is identified during the serviceability inspection, a technical inspection of the area impacted by the defect or deficiency will be immediately carried out in accordance with section 12.09 of the Part 139 MOS.

When arranging the technical inspection, the Aerodrome Manager will ensure that the person engaged to conduct the inspection has the required technical qualifications and experience, or demonstrable relevant experience, as required by section 12.10 of the Part 139 MOS.

A copy of the person's qualifications and relevant experience will be included in the resulting technical inspection report or maintained as part of the aerodrome manual.

On receipt of the technical inspection report, the recommendations will be reviewed by the Aerodrome Manager and/or Berrigan Shire Council and agreed corrective actions will be entered into a corrective actions plan. Where a recommendation is not supported, the reasons the recommendation was not supported will also be documented in the corrective actions plan. A timeframe for implementation will be recorded.

The corrective actions plan will be retained on file at Berrigan Shire Council offices. The corrective actions plan will be reviewed regularly and updated by the Aerodrome Manager.



The technical inspection report will be retained for a minimum period of three (3) years at Berrigan Shire Council offices.

Within 30 days of receiving the technical inspection report, the Aerodrome Manager} will send a copy of the report to CASA via e-mail at: aerodromes@casa.gov.au

3.2.9 Maintaining inspection records

(Part 139 MOS – 11.03(1)(f); 11.04(1)(d); 12.03(12)) Completed

inspection records are:

Filed: electronically

Stored securely at: Berrigan Shire Council offices.

The results of each aerodrome serviceability inspection are retained for a minimum period of two (2) years from the date the inspection was completed.

3.3 Aerodrome lighting

This section documents the procedures for:

- inspecting and maintaining aerodrome lighting, and obstacle lighting that is maintained by Berrigan Shire Council
- carrying out routine maintenance and emergency maintenance
- monitoring the supply of secondary and stand-by power (if provided)
- responding to a partial or total power system failure
- taking follow-up action(s) to correct deficiencies
- maintaining records of inspections
- monitoring hazardous lights, lasers, and reflection or glare within the aerodrome boundary.

3.3.1 Personnel with responsibilities

(Part 139 MOS – 11.04(2)(a)-(f))

The following individuals or positions have responsibilities for each lighting-related activity:

(a) Carrying out lighting inspections

Individual / position: Aerodrome Manager and Reporting Officers

(b) Maintaining the records of inspections

Individual / position: Aerodrome Manager and Reporting Officers

(c) Taking follow-up action if unsafe condition identified during inspection
 Individual / position: Aerodrome Manager and Reporting Officers



(d) Operating aerodrome lighting, including switching systems, back-up supply systems, and portable lighting equipment

Individual / position: Aerodrome Manager and Reporting Officers

(e) Performing maintenance on aerodrome lighting

Individual / position: Aerodrome Manager and Reporting Officers

(f) Monitoring hazardous lights, lasers, reflection or glare within the aerodrome boundary Individual / position: Aerodrome Manager and Reporting Officers

3.3.2 Aerodrome lighting – inspection and maintenance

(Part 139 MOS - 9.136(2); 9.138(4); 11.04(1)(a))

The reporting officer carries out a visual inspection of aerodrome lighting as part of the routine serviceability inspection process. The lights will be switched on so that their serviceability can be assessed.

At least one inspection each week will occur after sunset or before sunrise.

The inspection, reporting the results of the inspection, and any follow-up actions that are required, will occur in accordance with the serviceability inspection process outlined in section 3.2 of this manual.

In addition to the serviceability inspection, inspection and maintenance activities for each lighting system will occur in accordance with the table below.

Aerodrome lighting systems	Inspection schedule	Items to be inspected or checked	Maintenance activities
Runway and Taxiway lighting	5 yearly	Technical Inspections as specified in the Tocumwal Aerodrome Electrical Maintenance Schedule for Runway and Taxiway Lighting and Control Equipment	Maintenance as specified in the Tocumwal Aerodrome Electrical Maintenance Schedule for Runway and Taxiway Lighting and Control Equipment

3.3.3 Obstacle lighting maintained by aerodrome operator – inspection and maintenance

(Part 139 MOS – 11.04(1)(a))

There is no obstacle lighting maintained by Tocumwal Airport; therefore, this subsection is NOT APPLICABLE.

3.3.4 Portable runway lights – inspection and maintenance

(Part 139 MOS – 9.07(3)(a))



No portable runway lights are available for use at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.3.5 Monitoring secondary power supply

(Part 139 MOS - 9.04; 9.05; 11.04(1)(b))

A secondary power supply is not available at Tocumwal Airport; therefore, this subsection is NOT APPLICABLE.

3.3.6 Monitoring standby power supply

(Part 139 MOS – 11.04(1)(b))

Standby power is not available at Tocumwal Airport; therefore, this subsection is NOT APPLICABLE.

3.3.7 Lighting inspections and checks

(Part 139 MOS – 11.04(1)(c))

In addition to the inspections outlined in subsection 3.3.2, inspection and maintenance activities for each lighting system will occur in accordance with the table below:

Aerodrome lighting systems	Inspection schedule	Items to be inspected or checked	Maintenance activities
Runway and Taxiway lighting	5 yearly	Technical Inspections as specified in the Tocumwal Aerodrome Electrical Maintenance Schedule for Runway and Taxiway Lighting and Control Equipment	Maintenance as specified in the Tocumwal Aerodrome Electrical Maintenance Schedule for Runway and Taxiway Lighting and Control Equipment

Procedures for recording inspection and maintenance activities are included in subsection 3.3.8 of this manual.

Aerodrome lighting inspections carried out as part of the Aerodrome Technical Inspection will be conducted in accordance with section 3.9 of this manual.

Each lighting system and the list of specific elements to be inspected and checked is contained in Tocumwal Aerodrome Electrical Maintenance Schedule for Runway and Taxiway Lighting and Control Equipment, which is available at Berrigan Shire Council Offices.

3.3.8 Maintaining lighting inspections records and follow-up actions

(Part 139 MOS – 11.04(1)(d))



At the completion of each lighting inspection, the Electrical Technical Inspector records the following information on the Tocumwal Aerodrome Electrical Maintenance Schedule for Runway and Taxiway Lighting and Control Equipment

- the date and time the inspection was completed
- the person responsible for completing the inspection
- the results of the inspection a description of any action taken.

All identified faults that require further corrective action are to be entered into the Tocumwal Aerodrome maintenance logbook. Any works activities that are required to correct these faults are to be conducted in accordance with the works protocols set out in section 3.10 of this manual.

When the fault has been rectified, an entry will be made in the Tocumwal Aerodrome maintenance logbook confirming the corrective action is complete.

Faults that remain open are to be subject to regular monitoring.

3.3.9 Switching lights on and off & intensity selection

(Part 139 MOS – 11.04(1)(e))

The lighting system is operated by: AFRU-PAALC

The data on the operating current and the corresponding intensity selection is recorded in the table below:

Lighting system	Operating current	Intensity selection
Runway, taxiway edge lighting	12V	Only low intensity
Illuminated Wind Indicator, Apron Floodlighting	240V	NA

The procedures for switching lights on and off, including the intensity selection, are as follows: Lights are switched on by Pilot Activation of three one second pulses on the CTAF – AFRU 125.5.

3.3.10 Back-up arrangements for PAL system

(Part 139 MOS - 9.23(1)(b); 11.04(1)(e))

The pilot-activated lighting (PAL) system has been designed so that, if it fails, then provision of aerodrome lighting will continue because the lighting facilities will be automatically turned on in the event of the PAL failure.

3.3.11 Routine and emergency lighting maintenance

(Part 139 MOS - 11.04(1)(f))

Routine maintenance is carried out in accordance with the following procedures: Tocumwal Aerodrome Electrical Maintenance Schedule for Runway and Taiway Lighting and Control Equipment Emergency maintenance is carried out in accordance with the following procedures:



Any urgent electrical failures will be notified by the Reporting Officer to the Aerodrome Manager and, if appropriate, to the NOTAM office. Repairs will be undertaken by a Licensed Electrician on the order of the Aerodrome Manager.

3.3.12 Partial or total power system failure

(Part 139 MOS - 11.04(1)(g))

In the event of a partial or total power system failure, the following procedures are to be followed:

If failure of PAL system and lights can be operated manually the lights shall be turned on and left on until repairs can be completed. NOTAM to be issued.

If internal failure of power supply and lights cannot be turned on, the Aerodrome Manager is to be notified along with the NOTAM office. Repairs will be undertaken by a Licensed Electrician on the order of the Aerodrome Manager.

If total power failure from the electricity grid. Essential Energy and Aerodrome Manager to be notified and likely time of outage ascertained. NOTAM office to be notified.

3.3.13 Monitoring hazardous lights, lasers, reflection or glare

(Part 139 MOS - 9.143(2)(a)(3)(4)(5)(8); 9.144(2); 11.04(1)(h))

The Aerodrome Manager is to notify CASA in writing immediately when they become aware of any installation, or a proposal to install, or use any installation, equipment or laser, outside the aerodrome boundary that may have lighting or lighting intensity greater than that specified in Figure 9.144(2) of the Part 139 MOS.

Before proceeding to install or use any installation, equipment, or lasers within the boundary of the aerodrome, the Aerodrome Manager will report the following proposals to CASA so that a hazard assessment can be undertaken:

- installation of any equipment or lighting which would reflect sunlight (including solar panels, lasers, mirrors, or reflective building cladding)
- lighting that will emit multiple colours from a single source
- lighting that will result in rapid change in light colour
- flashing lights
- lighting that may have a lighting intensity that is greater than that specified in Figure 9.144(2) of the Part 139 MOS.

Berrigan Shire will not proceed with any proposal until CASA has assessed, and approved in writing, confirming the installations will not cause a hazard to aircraft operations.

3.3.14 Commissioned lighting systems

(Part 139 MOS – 9.18(8))



Tocumwal Airport is serviced by lighting system that was inherited when the aerodrome was transferred to Berrigan Shire Council under the Local Owners Aerodrome Plan.

The system would have been commissioned the previous owner being the former Department of Civil Aviation and records of this commissioning have not been forwarded to Berrigan Shire.

3.3.15 Commissioning a new or upgrading / replacing an existing lighting system

(Part 139 MOS - 9.17(1)-(10); 9.18(1)-(8))

Berrigan Shire will not commission a new aerodrome lighting system, or permit the use of a lighting system that has been replaced or upgraded, until:

- compliance statements from the manufacturer and the supplier, or, a test report from an accredited laboratory (as per subparagraph 9.17(1) of the Part 139 MOS), confirm that light fitting types, models and versions comply with the standard for photometric and other relevant characteristic specified in the Part 139 MOS
- a ground check has been completed by an appropriately qualified person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS
- if applicable, a flight check has been completed by a CASA approved person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS.

Once full compliance with the Part 139 MOS has been confirmed, a NOTAM authorised person is to request the issue of a NOTAM advising that the lighting system is available. The AIP responsible person is to advise Airservices of the particulars of the lighting system for publication in the AIP.

The Aerodrome Manager will provide a copy of the ground check determination, and the flight check report (if applicable), to CASA via e-mail to: aerodromes@casa.gov.au.

All compliance statements / laboratory test reports, ground check, and flight check reports will be retained by the Aerodrome Manager and stored securely at Berrigan Shire Council offices.

Subsection 3.3.14 of this manual is to be amended to include the particulars of the newly commissioned lighting system(s).

All reports and commissioning records are retained for as long as the lighting system remains in service.

3.4 Unauthorised entry to aerodrome

(Part 139 MOS – 11.11)

This section details how unauthorised persons, vehicles, equipment, mobile plant, animals, or other things that may endanger the safety of aircraft, are prevented from entering onto the movement area, including procedures for:

controlling airside access



• monitoring airside access control points and barriers.

3.4.1 Controlling airside access

(Part 139 MOS – 11.11(a))

To prevent unauthorised access by persons, vehicles, equipment, mobile plant, animals and other things that may endanger aircraft safety, a fence has been installed around the perimeter of the airside boundary:

- Type of fence: steel stock mesh with barbwire top, part steel panel
- Height of fence: 1.6 m.

Berrigan Shire Council ensures that only authorised persons are allowed unescorted access to the movement area and other operational areas of the aerodrome.

For those persons not authorised, escorted access is provided as required.

Airside access gates are:

- Located as shown on the Aerodrome Plan attached as Appendix 1.
- Always locked by: padlock.
- Keys and / or electronic access cards are issued by: Berrigan Shire Support Officer.
- A register of issued keys and / or access cards is maintained by: Berrigan Shire Support Officer.
- An audit of issued and unissued keys and / or access cards is conducted annually by: General Manager's Personal Assistant.

Restricted access signs are located at regular intervals along the boundary fence, at each airside access gate, and at each building that provides direct access airside. The signs are located such that at least one sign is visible to a person approaching the secure perimeter.

Airport tenants are responsible for controlling airside access through their leased areas. Any unauthorised entry observed by the tenant is to be reported immediately to the Reporting Officer.

Only authorised vehicles driven by an airside driver are permitted airside. Refer to section 3.5 of this manual.

Animals are only permitted airside if caged or restrained.

3.4.2 Monitoring airside access points and barriers

(Part 139 MOS – 11.11(b))

The reporting officer carries out a visual inspection of the perimeter fence and airside access gates as a part of the aerodrome serviceability inspection process. The inspection, reporting the results of the inspection, and any follow-up action(s) that is required, is to occur in accordance with the process outlined in section 3.2 of this manual.



In the event there is evidence of unauthorised entry by persons or wildlife, or the fence or access gates are compromised, the fence or access gates are to be re-secured where possible, and an airside inspection undertaken immediately to ensure there are no unauthorised persons, or wildlife, on the aerodrome.

Damaged fences or gates will be entered in the Tocumwal Aerodrome logbook, in accordance with the process outlined subsection 3.2.6 of this manual, and are repaired as soon as possible.

3.5 Airside vehicle control

(Part 139 MOS – 11.14)

3.5.1 Permit system for airside vehicles

(Part 139 MOS - 11.14(a); 14.02(a))

A permit system for the operation of vehicles airside has been established.

The permit issuing authority is: Berrigan Shire Council.

Details of the airside vehicle permit system are contained in the: Tocumwal Aerodrome Airside Vehicle Control Rules.

This is a subsidiary document to this is manual and is available at: Berrigan Shire Council offices.

3.5.2 Vehicles and ground equipment operated airside

(Part 139 MOS - 14.03(1)(a)(b))

Tocumwal Airport ensures that all vehicles and ground equipment operated airside are maintained in a sound mechanical state to prevent a breakdown or unsafe operation, and any spillage of fuel, lubricant or hydraulic fluid.

Tocumwal Airport requires:

- vehicles operating airside to hold state registration confirming they are maintained in a roadworthy condition
- in the event an airside vehicle does not, or cannot obtain state registration, the owner of the vehicle is to provide a statement of vehicle condition from a qualified mechanic prior to accessing the airside for the first time. A vehicle condition statement is valid for a maximum period of 12 months. If the owner still intends for the vehicle to be operated airside, a new vehicle condition statement is required to be presented prior to the end of that 12-month period
- evidence that vehicles comply with lighting and radio requirements (as applicable)
- a certificate of insurance with valid cover for the use of the vehicle within the airside area of the aerodrome.

A list of authorised vehicles is:

• Maintained by: Administration Support - Infrastructure



• Available at: Berrigan Shire Council offices.

To ensure the requirements of this manual are achieved, Tocumwal Airport can inspect or can require an inspection to be carried out on any vehicle or ground equipment that is operating airside.

In the event that an inspection is not carried out, or the inspection identifies an unsafe condition that may create a hazard to aviation safety, the vehicle is to be denied access. If the vehicle is already airside, the operator of the vehicle is to be instructed to remove the vehicle from the airside.

A list of vehicles that have been removed from the airside or denied access is:

- Maintained by: Administration Support Infrastructure
- Available at: Berrigan Shire Council offices.

A vehicle that is denied access or has been removed from the airside at the direction of Tocumwal Airport is not to be authorised to re-enter the airside until an inspection has been completed and a satisfactory vehicle condition statement has been received.

3.5.3 Airside vehicle lighting requirements

(Part 139 MOS - 14.05(1)-(11))

As the aerodrome does not have scheduled air transport operations and the aerodrome is not an international aerodrome, vehicles operating during the day may, as a minimum, use the standard manufacturer-fitted vehicle hazard warning lights.

Vehicles operating at night will display lights that are visible in all directions.

Except for a vehicle that is under escort, all vehicles will be lit when moving or operating on:

- a runway / runway strip
- a taxiway / taxiway strip
- the movement area at night
- during periods of low visibility.

3.5.4 Vehicles on manoeuvring area

(Part 139 MOS - 14.03(4)(8); 14.04)

Except for a vehicle that is under escort, all vehicles operating on the runway, runway strip, taxiways and taxiway strips have a VHF receiver capable of monitoring the CTAF and / or ATC frequency. All drivers are to maintain a listening watch through the VHF receiver. Only those persons that hold an Aeronautical Radio Operator Certificate (AROC) are permitted to transmit.

3.5.5 Airside drivers – training

(Part 139 MOS – 14.01(1)-(4), 14.02(b); 11.14(b))

As Tocumwal Airport does not have scheduled air transport operations, drivers not under escort, and who are operating a vehicle airside, are inducted to understand the following:



- the terminology used to describe the movement area
- the purpose and location of all airside areas
- hazardous or prohibited areas on the airside
- the significance of aerodrome visual aids and signs.

Induction details:

- induction method: Contractors and workers entering airside are inducted by personal instruction from the Work Safety Officer responsible for the works being undertaken.
- Airside driving permits are issued for participants in gliding and other airside activities following a signed application that sets out rules for airside driving. Their acceptance and understanding of these rules is verified by their signature.
- Organisers of airside activities are advised of their responsibility to ensure any airside vehicles associated with their activity abide by the airside driving rules.

3.5.6 Vehicles in proximity to aircraft

(Part 139 MOS – 14.03(3))

Airside drivers must give way to aircraft.

Airside vehicles are to remain clear of the runway, runway strip, taxiway(s), or taxiway strip(s) when they are in use or available to be used by aircraft unless there is a safety-related or operational requirement for vehicles to operate in these areas.

Airside vehicles are not to be driven:

- in a manner likely to endanger the safety of any person or create a hazard to aircraft operations
- under an aircraft, or within three (3) m of lateral clearance, or within 1 m of overhead clearance, of any part of the aircraft, except when required for servicing the aircraft
- within 15 m of refuelling aircraft
- when drivers are affected by alcohol or drugs as per CASR Part 99.

All vehicles operated within 15 m of an aircraft's fuel tank filling points and vent outlets during fuelling operations comply with Appendix 1 of Civil Aviation Order 20.9.

3.5.7 Movement area speed limits

(Part 139 MOS – 14.03(2)(a))

Speed limits are explained and provided to all drivers during their driver training and / or induction.

Drivers must adhere to the following speed limits:

Location	Speed limit (km / h)
Perimeter roads	40
Aprons	40

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Taxiways	40
Runways	40
During low-visibility operations	40

The above speed limits are sign posted at the following locations:

at the main vehicle entrances to the airside

3.5.8 Escort service procedures

(Part 139 MOS – 14.01(5))

Third parties are not permitted to provide vehicle escorts airside; therefore, this subsection is NOT APPLICABLE.

3.5.9 Monitoring and enforcing traffic rules

(Part 139 MOS – 14.03(2)(b))

The aerodrome reporting officer is responsible for periodically monitoring the operation of vehicles airside in accordance with the following: observation of activities when the reporting officer is at the aerodrome.

Appropriate action is to be taken against drivers who are clearly in breach of displayed signage, markings, or speed limits. This may include withdrawing their authority to operate a vehicle airside.

3.6 Aircraft parking control

(Part 139 MOS – 11.15(1))

3.6.1 Aircraft parking control personnel

(Part 139 MOS – 11.15(2)(g)(i)(ii))

Tocumwal Airport does not have scheduled international air transport operations, and there is no hazard resulting from apron congestion. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.2 Liaison with ATC – apron management

(Part 139 MOS – 11.15(2)(a))

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.3 Allocating aircraft parking positions



(Part 139 MOS – 11.15(2)(b))

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.4 Engine start and aircraft push-back clearances

(Part 139 MOS – 11.15(2)(c))

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.5 Aerodrome visual docking guidance systems

(Part 139 MOS –11.15(2)(d)))

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.6 Marshalling service

(Part 139 MOS – 11.15(2)(e))

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.7 Leader (van) service or follow-me service

(Part 139 MOS - 11.15(2)(f))

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.8 Apron safety management procedures

(Part 139 MOS - 11.15(3))

The reporting officer(s) is responsible for periodically monitoring activities occurring on the apron to check that:

- no person, vehicle, or equipment is within the potential jet blast area behind the aircraft
- aprons are free from loose stones and other material that may cause FOD
- all equipment is appropriately stored in marked equipment storage areas
- vehicles do not pass behind aircraft that are displaying anti-collision beacons tug operators are adhering to the line marking guidance provided



• wheel chocks are appropriately positioned on parked aircraft.

As trends may identify changes to apron safety management procedures, reported incidents and hazards are also reviewed by:

Position / committee: Aerodrome Manager.

3.6.9 Alternative separation distances and apron markings

3.6.9.1 Reduced separation distances – VDGS

(Part 139 MOS – 6.58(1)(4)(a)(b))

The aerodrome does not have VDGS; therefore, reduced separation distances are not permitted.

3.6.9.2 Aircraft type designator markings

(Part 139 MOS – 8.49(3)(d))

No aircraft type designations have been marked at the aerodrome.

3.6.9.3 Alignment lines

(Part 139 MOS – 8.65(5))

Not applicable as parking positions are not marked.

3.6.9.4 Push-back operator guidance markings

(Part 139 MOS – 8.70(4))

Not applicable as parking positions are not marked.

3.6.9.5 Passenger path markings

(Part 139 MOS – 8.76(2)(b))

Not applicable as no passenger services at aerodrome.

3.6.9.6 Miscellaneous area line markings

(Part 139 MOS – 8.77(2))

There are no miscellaneous area line markings displayed on the apron(s).

3.7 Aerodrome obstacle control

3.7.1 Obstacle control personnel

(Part 139 MOS – 11.06(2)(a)-(d))

The following person(s) have responsibilities for obstacle control:



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Individual or position	Responsibilities
Aerodrome Manager	monitoring surfaces related to the OLS and terminal instrument flight procedures (PANS-OPS)
Aerodrome Manager	notifying CASA or the procedure designer when a proposed or actual infringement of the prescribed airspace is identified
Aerodrome Manager	implementing obstacle control within the aerodrome boundary
Aerodrome Manager	liaison and facilitation of obstacle control outside the aerodrome boundary

3.7.2 Monitoring take-off, approach and transitional surfaces

(Part 139 MOS – 11.06(1)(a)(i))

- annual survey conducted

Tocumwal Airport has established the obstacle limitation surfaces (OLS) for each runway that meet the physical dimensions for approach and take-off runways as set out in Chapter 7 of the Part 139 MOS.

The particulars of each surface are shown on an OLS plan for the aerodrome which is available at Berrigan Shire Council offices.

The aerodrome reporting officer will visually scan the OLS as part of the aerodrome serviceability inspection in section 3.2 of this manual to identify the emergence of any new or potential obstacles.

A survey that assesses the take-off, approach, and transitional surfaces, is completed as part of the manual validation process conducted in accordance with section 3.9 in this manual.

This survey is used to verify the accuracy of published information. On receipt of the survey, the results are compared against the aerodrome's information published in the AIP to ensure that there are no new obstacles, or that the height of existing obstacles has not changed.

3.7.3 Proposed or actual infringements – OLS

(Part 139 MOS - 11.06(1)(d)(i))

3.7.3.1 Proposed OLS infringements

(Part 139 MOS – 7.01(1); 7.18(1)(b); 17.19(1); 11.06(1)(d)(i))

If a proposed object or structure is identified as likely to be an obstacle, details of the proposal are to be sent to CASA in writing by: Aerodrome Manager

On receipt of CASA's written assessment, the relevant planning authority is to be advised of the result of the assessment.

Berrigan Shire Council will follow up with the planning authority to ensure that those obstacles considered an unacceptable risk to aviation safety are not approved, or that those obstacles that are considered acceptable but subject to additional mitigations are appropriately marked and / or lit.

3.7.3.2 Actual OLS infringements



(Part 139 MOS - 7.18(1)(b); 7.19(2); 11.06(1)(d)(i))

Tocumwal Airport will not make a runway available for night use until CASA has determined that any obstacle(s) will not adversely affect the safety of night operations.

For any identified obstacles that have been erected without prior notification and which have not been assessed, the aerodrome reporting officer is to:

- advise ATC immediately (if applicable)
- consider limiting aircraft approach and take-off to the runway
- ensure an immediate request is made to issue a NOTAM
- take immediate steps to have the obstacle removed
- ascertain the height of the obstacle and consider displacing the runway approach threshold. If the threshold is displaced, the published declared distances will be amended, and the new threshold location appropriately marked / lit
- report the infringement to CASA in writing.

The NOTAM authorised person is to include the following information in the NOTAM request:

- the nature of the obstacle
- the distance and magnetic bearing of the obstacle from:
 - if the obstacle is within the take-off area the start of the take-off end of the runway, or
 - the ARP
- the height of the obstacle in relation to the aerodrome elevation
- if it is a temporary obstacle the time during which it is a temporary obstacle.

The request to issue the NOTAM is to be made in accordance with the procedures set out in section 3.1 of this manual.

Once the obstacle has been removed, the aerodrome reporting officer is to:

- advise ATC (if applicable)
- re-open, or re-instate the full runway length (if required) ensure a request to cancel the NOTAM is made (if issued).

3.7.4 Height of infringements – OLS

(Part 139 MOS – 11.06(1)(c)(i))

The heights of buildings, structures, plumes and other developments that infringe the aerodromes OLS are listed below:

Obstacle Type	Location	Height of the obstacle	Penetrated surface
Telephone Tower	277DEG MAG 2.6NM FM ARP	546FT AMSL	Inner horizontal surface

3.7.4.1 Hazardous obstacles



(Part 139 MOS - 8.109(4); 8.110(1)-(8); 8.111(2)(a)(b))

CASA has not assessed any obstacles as being hazardous; therefore, this subsection is NOT APPLICABLE.

3.7.5 Monitoring visual segment surfaces and critical obstacles

(Part 139 MOS - 11.06(1)(a)(ii))

There are no published terminal instrument flight procedures for the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.7.6 Proposed or actual infringements – PANS-OPS

(Part 139 MOS - 7.20(3); 11.06(1)(d)(ii)(2)(b))

The are no published terminal instrument flight procedures for the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.7.7 Height of infringements – PANS-OPS

(Part 139 MOS - 11.06(1)(c)(ii))

The aerodrome does not have published terminal instrument flight procedures; therefore, this subsection is NOT APPLICABLE.

3.7.8 Obstacle control within aerodrome boundary

(Part 139 MOS – 11.06(1)(e))

Tocumwal Airport does not permit objects or structures, other than approved visual and navigational aids, to be erected within the obstacle restriction area of the aerodrome without the written approval of CASA.

All proposed fixed objects or structures at the aerodrome, whether temporary or permanent, that sit on or above the movement area, or those that extend above the defined height limits, including the OLS, have been and / or will be reported to CASA in writing.

On receipt of CASA's assessment, Tocumwal Airport adopts controls appropriate to the recommendations provided by CASA.

3.7.9 Obstacle control outside aerodrome boundary

(Part 139 MOS - 11.06(1)(f))

Tocumwal Airport has liaised with local government authorities located within the OLS footprint of the aerodrome and requested they forward development proposals for assessment where the proposal may penetrate the OLS or PANS-OPS of the aerodrome.

Assistance has been provided to ensure the local government authority has suitable processes and information to determine which development proposals should be forwarded for assessment.



3.7.10 Obstacle lights serviceability monitoring programme

(Part 139 MOS – 9.36(1)(3)(a))

The following lit obstacles are located within the OLS area of the aerodrome:

Lit obstacles & inspection programme		
Requirements	Obstacle details	Obstacle details
Obstacle type	Telephone Tower	
Location of obstacle	277DEG MAG 2.6NM FM ARP	
Type of obstacle lighting	LIOL – flashing red N	
Obstacle light owner	Vodafone	
	1800 683 683 Option 0 NSA Site No. 2714001	
Obstacle inspection frequency	at least once in every 7-day period	
Inspection frequency for obstacle lights that are not visually observable	Not applicable	

A plan that shows the location of each of these obstacle lights is available at: Berrigan Shire Council offices.

At the completion of each obstacle light inspection, the following information is recorded on the:

- the date and time the obstacle light inspection was completed
- who performed the inspection?
- the results of the inspection
- a description of any action taken.

The results of each obstacle light inspection and any action taken will be maintained by Runway, Taxiway and Lighting and Control Equipment Inspection Checklist.

Inspection records stored at: Berrigan Shire Council offices

3.7.11 Obstacle light outage

(Part 139 MOS – 9.36(2)(3)(b))

In the event an obstacle light outage is detected during an inspection, the reporting officer is to:

• ensure that a NOTAM authorised person requests the immediate issue of a NOTAM



• liaise with the owner of the obstacle light so that the outage is repaired as quickly as possible.

If the obstacle light has been determined by CASA, in writing, as essential for aviation safety, the reporting officer is to:

- immediately report the outage to any aircraft that are manoeuvring, or about to manoeuvre on the affected runway
- immediately close the relevant runway or close the aerodrome until the outage is repaired
- notify CASA of the outage as soon as possible.

3.7.12 Charts published by the aerodrome operator

(Part 139 MOS – 11.06(1)(b))

3.7.12.1 Type A charts

(Part 139 MOS – 7.21)

Type A charts are not required and have not been prepared; therefore, this subsection is NOT APPLICABLE.

3.7.12.2 Type B charts

(Part 139 MOS – 7.22)

Type B charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

3.7.12.3 Aerodrome Terrain and Obstacle Charts – ICAO (Electronic)

(Part 139 MOS – 7.24)

Aerodrome Terrain and Obstacle Charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

3.8 Protection of communication, navigation, surveillance and meteorological facilities

3.8.1 Controlling activities near CNS and MET facilities

(Part 139 MOS - 11.16(a); 19.02)

The following is a list of all CNS and MET facilities, their location on the aerodrome, and the particulars of the respective service provider:

CNS / MET facility	Location on the aerodrome	Service provider
Weather Station	This facility is actually sited outside the aerodrome boundary on Sports Aviation property.	Australian Bureau of Meteorology Tel 03 9669 4000



3.8.2 Supply and installation of warning signs

(Part 139 MOS – 11.16(b); 19.06(5))

Signage is not applicable as the facility is not within the aerodrome boundary.

3.9 Aerodrome technical inspections / manual validations

3.9.1 Inspection personnel

(Part 139 MOS – 11.10(2)(a)-(e))

The following is a list of individuals or positions, and their responsibilities in the aerodrome technical inspection and reporting process:

Individual or position	Responsibilities
Aerodrome Manager	managing the inspection programme
Aerodrome Manager	planning the aerodrome technical inspections
Aerodrome Manager	reporting inspection results and follow-up action
Aerodrome Manager	receiving and considering inspection reports
Aerodrome Manager	taking follow-up action if defects or deficiencies have been identified

The following is a list of individuals or positions, and their responsibilities in the aerodrome manual validation and reporting process:

Individual or position	Responsibilities
Aerodrome Manager	managing the validation programme
Aerodrome Manager	planning the validations
Aerodrome Manager	reporting the validation results and follow-up action
Aerodrome Manager	receiving and considering validation reports
Aerodrome Manager	taking follow-up action if defects or deficiencies have been identified

3.9.2 Inspection items and timeframes

(Part 139 MOS - 11.10(1)(a)(b); 12.09; 12.11(11))

Tocumwal Airport, in a financial year, has less than 10,000 air transport passenger movements and less than 20,000 aircraft movements.

An aerodrome manual validation is carried out in accordance with the following:

Validation requirement	Frequency	Required qualifications and / or
		experience



A check of the approach, take-off, and transitional surfaces to ensure published aerodrome information is accurate to within 0.05% of the published gradient in the AIP-ERSA	The validation is completed annually	 The person engaged to conduct the validation is: technically qualified or experienced in surveying, or has a sound knowledge and understanding of the standards for obstacle limitation surfaces, and can, by appropriate means, validate the accuracy of the current published information in the AIP and have a sound knowledge and understanding of the standards for OLS
A check of the other surfaces associated with the OLS	The validation is completed annually	 The person engaged to conduct the validation is: technically qualified or experienced in surveying, or has a sound knowledge and understanding of the standards for obstacle limitation surfaces and can, by appropriate means, validate the accuracy of the current published information in the AIP and have a sound knowledge and understanding of the standards for OLS
A check of the currency and accuracy of information published in the AIP	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation
A check of the currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation
 A check that personnel appointed as a reporting officer (a) have been trained and assessed in accordance with Chapter 13, and (b) appear to be generally competent to carry out the required duties in accordance with MOS 	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation



A check that personnel appointed as a works safety officer	The validationThe person engaged to conduis completedthe validation has sound	The person engaged to conduct the validation has sound
 (a) have been trained and assessed in accordance with Chapter 13, and (b) appear to be generally competent to carry out the required duties in accordance with MOS 	annually	knowledge and experience of the applicable civil aviation safety legislation

3.9.3 Qualified personnel for technical inspections / manual validations

(Part 139 MOS – 11.10(1)(b); 12.10(3)(4); 12.11(13))

The Aerodrome Manager, at the time of engaging a person to conduct each element of the technical inspection, is to sight the qualifications and relevant experience of each person(s) to verify that they meet the required qualifications and / or experience as documented in subsection 3.9.2 of this manual.

A person who cannot demonstrate that they have the required technical qualifications and experience, or demonstrable relevant technical experience, will not be permitted to perform the inspection.

A record of qualifications and relevant experience is included in the technical inspection report.

The Aerodrome Manager, at the time of engaging a person to conduct each element of the aerodrome manual validation, is to sight the qualifications and relevant experience of each person(s) to verify that they meet the required qualifications and / or experience as documented in subsection 3.9.2 of this manual.

A person who cannot demonstrate that they have the required technical qualifications and experience, or demonstrable relevant technical experience, will not be permitted to perform the inspection.

A record of qualifications and relevant experience is retained in the report for the annual aerodrome manual validation.

3.9.4 Scheduling inspections / manual validations and recording their results

(Part 139 MOS – 11.10(1)(c))

A calendar is maintained to schedule inspections.

- Person(s) responsible for calendar: Aerodrome Manager
- Location of calendar: Berrigan Shire Council offices.

To allow adequate planning time, a reminder is also set in the calendar three (3) months in advance of the due date.

The calendar is updated when an element of the technical inspection is completed, and a new date for the next inspection and a three-month advance reminder is set.

The calendar is reviewed monthly.



Irrespective of the schedule, an immediate inspection is conducted in the event any of the following is detected during an aerodrome serviceability inspection:

- an unsafe condition is identified
- a defect or deficiency in a part of the aerodrome is identified.

The results of each technical inspection are presented in a report.

A calendar is maintained to schedule manual validations.

- Person(s) responsible for calendar: Aerodrome Manager
- Location of calendar: Berrigan Shire Council offices.

To allow adequate planning time, a reminder is also set in the calendar three (3) months in advance of the due date.

The calendar is updated when an element of this manual validation is completed, and a new date for the next validation and a three-month advance reminder is set.

The calendar is reviewed monthly.

Irrespective of the schedule, an immediate validation is conducted in the event any of the following is detected during an aerodrome serviceability inspection:

- an unsafe condition is identified
- a defect or deficiency in a part of the aerodrome is identified
- incorrect aerodrome information published in the AIP, or a NOTAM, or reported to ATC (if applicable)
- any details in the aerodrome manual that are incorrect or not current
- any procedure in use at the aerodrome, which is not in accordance with, or conflicts with procedures in the aerodrome manual.

The results of each manual validation undertaken are presented in a report.

3.9.5 Briefing technical inspectors

(Part 139 MOS – 11.10(1)(d)(i)(ii); 12.08(4); 12.11(8))

At the time of engagement, the person(s) conducting the technical inspection will be briefed on the scope of the inspection, including the technical matters and the locations which must be inspected.

The Aerodrome Manager is to advise the person(s) conducting each element of the technical inspection that they are to include in their report:

- any non-compliance with the Part 139 MOS with respect of the aerodrome's facility, equipment, operation, or aerodrome personnel.
- any defect or deterioration in any facility, equipment or visual aid which could make the aerodrome unsafe for aircraft operations
- any incorrect aerodrome information:



- published in the AIP or NOTAMs
- reported to ATC (if applicable).
- any information in the aerodrome manual which is incorrect or not current
- any procedure, or practice in use at the aerodrome, which is not in accordance with, or conflicts with, procedures in the aerodrome manual.

At the time of engagement, the person(s) conducting the manual validation will be briefed on the scope of the validation.

The Aerodrome Manager is to advise the person(s) conducting each element of the validation that they are to include in their report:

- any non-compliance with the Part 139 MOS, including with respect to aerodrome personnel
- any incorrect aerodrome information:
 - published in the AIP or NOTAMs
 - reported to ATC (if applicable).
- any information in the aerodrome manual which is incorrect or not current
- any procedure, or practice in use at the aerodrome, which is not in accordance with, or conflicts with, procedures in the aerodrome manual.

3.9.6 Post-inspection / validation corrective actions

(Part 139 MOS - 11.10(1)(e); 12.08(4))

On receipt of the technical inspection report, each recommendation is to be entered into a corrective action plan and is to be considered. Each recommendation is to be documented and considered by the following person(s):

- Documented by: Aerodrome Manager
- Considered by: Berrigan Shire Council

Where a recommendation has been supported, the agreed corrective actions are to be documented and assigned to an individual who will be responsible for implementing the listed corrective actions. An agreed target date for completion for each corrective action will also be assigned.

In the event a recommendation is not supported, the reasons for not supporting the recommendation are also to be documented in the corrective action plan.

Berrigan Shire Council ensures that corrective action plans are reviewed and updated regularly. Specific responsibilities for corrective plans have been attributed to the following person(s):

- Maintained by: Aerodrome Manager
- Stored securely at: Berrigan Shire Council offices.

In the event CASA requests a written copy of the corrective action plan, Tocumwal Airport ensures that this copy will be provided to CASA within 30 days and will include a report showing the progress of corrections to any defects or deterioration.



As soon as possible after the aerodrome manual validation has been completed, all errors or anomalies identified in the manual are to be corrected by the Aerodrome Manager.

If necessary, consequential corrections to supporting procedures and to the aerodrome information published in the AIP are also to be made.

3.9.7 Providing CASA with inspection / validation reports

(Part 139 MOS - 11.10(1)(f); 12.08(7); 12.11(8))

Within 30 days of receiving the technical inspection report, a copy of the report is to be provided to CASA:

- By: Aerodrome Manager
- Via e-mail at: <u>aerodromes@casa.gov.au</u>

Upon receipt of a written request, a copy of the corrective actions plan, including progress made to address the actions, is to be provided within 30 days to the aerodrome inspector making the request:

• By: Aerodrome Manager

Where the validation identifies incorrect information published in the AIP, NOTAM, or in the aerodrome manual, or any errors or conflicts with the procedures documented in the aerodrome manual, within 30 days of finalising the manual validation, a report is to be provided to CASA by Aerodrome Manager.

3.9.8 Maintaining records of technical inspections / manual validations

(Part 139 MOS – 12.08(9); 12.11(10))

Technical inspection reports are retained for a period of at least three (3) years from the date the report was completed.

- Maintained by: Aerodrome Manager
- Stored securely at: Berrigan Shire Council offices

Records of the results of each manual validation are retained for a period of at least three (3) years from the date the record was completed.

- Maintained by: Aerodrome Manager
- Stored securely at: Berrigan Shire Council offices

3.10 Aerodrome works safety

(Part 139 MOS – 11.07)

Berrigan Shire always makes all necessary arrangements to ensure that aerodrome works do not create a hazard to aircraft or cause confusion to pilots.

A works safety officer is to be present to directly oversee works safety at all times when the aerodrome is open and available for aircraft operations.



Aerodrome markers, markings and lights required for, or affected by aerodrome works are installed, altered or removed in accordance with the required standards.

Any part of the movement area that is unserviceable as a result of aerodrome works being carried out are marked and lit. Obstacles created as a result of the aerodrome works are assessed and marked or lit in accordance with the assessment.

Where works are to be undertaken in the vicinity of CNS or MET facilities, the service provider is to be consulted to ensure neither the works, nor the vehicles or plant associated with the works affect performance of the facilities.

Where significant displacement of a runway threshold is planned, works planning may require consultations with the terminal instrument flight procedure (TIFP) designer and the surveyor that conducts the annual obstacle surveys.

3.10.1 Works safety personnel

(Part 139 MOS – 11.07(1)(2); 13.01)

Individual / position		Responsibility		
Aerodrome Manager		works planning		
Aerodrome Manager		conducting works		
Aerodrome Manager		arrangement and notifications		
The following is a list of personnel appointed to perform the fur		ctions of a works safety officer (WSO):		
Name	Position		Function	
Darron Fruend	Aerodrome Manager		Works safety officer	
Eddie Madden	Reporting Officer		Works safety officer	

The following persons have specified responsibilities for works:

All personnel appointed as a WSO have been trained so that they can competently carry out their duties at this aerodrome, without the need for supervision.

Berrigan Shire ensures all training activities for works safety officers are recorded to verify achieved competencies.

All WSOs undergo recurrent training every two (2) to five (5) years as is recommended in guidance material published by CASA, or earlier if deficiencies are identified.

A training schedule has been established and is maintained by Berrigan Shire HR Services Officer. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all WSOs are:

Maintained by: Berrigan Shire HR Services Officer

Stored securely at: Berrigan Shire Council offices



3.10.2 Preparation of a method of working plan (MOWP)

(Part 139 MOS – 11.07(1)(a); Chapter 15; Chapter 16)

Although a MOWP does not require CASA approval, CASA is to be consulted on any safety issues identified in the preparation of the MOWP.

The name, position, and function of each WSO will be recorded in the MOWP.

MOWPs will be authorised and signed by either the:

- Accountable Manager
- Project Manager that has written authorisation from the aerodrome operator to sign the MOWP.

Written authorisations will be retained on file.

Although a MOWP is not required when planning scheduled works, as a means to ensure aerodrome works do not create a hazard or confusion, and that the impact of the works will be clearly understood, Berrigan Shire is to consult with:

- operators based at the aerodrome
- emergency services aircraft that are likely to operate at the aerodrome
- any other key stakeholders.

A list of representatives from each operator / organisation listed above, and their contact details, is maintained by: General Manager's Personal Assistant

CASA is to be consulted should any safety issues be identified.

In the event Berrigan Shire elects to develop a MOWP, the MOWP will be prepared in accordance with the content and sequencing requirements stated in Chapter 16 of the Part 139 MOS.

The name, position, and function of each WSO will be recorded in the MOWP.

MOWPs will be authorised and signed by either the:

- Accountable Manager
- Project Manager that has written authorisation from the aerodrome operator to sign the MOWP.

Written authorisations will be retained on file.

3.10.3 MOWP Notifications

(Part 139 MOS - 11.07(1)(b); 15.02(3)(5); 16.10)

Unless the works are unforeseen urgent works, the authorised MOWP will be issued not less than 14 days before the works are scheduled to commence by: Aerodrome Manager or Technical Support Officer.

The MOWP is to be issued to:

- air transport operators using the aerodrome
- operators of emergency services aircraft that are likely to operate at the aerodrome
- ATC (if applicable)
- ARFFS (if applicable)
- providers of any communications, navigation, surveillance or meteorological infrastructure or equipment that might be affected by the works (if applicable)
- the WSO
- the project manager
- the works organiser
- the aerodrome security manager
- CASA via e-mail at <u>aerodromes@casa.gov.au</u>

A distribution list of all MOWP recipients and their contact details is:

- Maintained by: Administration Support Infrastructure
- Stored securely at: Berrigan Shire Council offices

The following person(s) is responsible for ensuring that all recipients receive the MOWP: Aerodrome Manager, Technical Support Officer.

The MOWP distribution list will be regularly reviewed to ensure it remains current.

In the event a MOWP requires amendment, the amended MOWP will:

- clearly show the information that has changed
- be disseminated to all persons who received the original MOWP
- be issued no later than 48 hours before the change in works commences.

Amendments to the MOWP are the responsibility of: Aerodrome Manager

A NOTAM providing the time and date of the commencement of the works is to be issued as early as possible, but not less than 48 hours before commencement.

In the event the change in works is due to an unforeseen event and a notification period of at least 48 hours is not possible, a NOTAM is to be requested as soon as possible after the change becomes known, and notification of the change is declared on the AFRU / or requested on the ATIS.

3.10.4 Communications with ATC during aerodrome works

(Part 139 MOS – 11.07(1)(c))

Not Applicable

3.10.5 Time-limited works (TLW) or emergency works

(Part 139 MOS – 11.07(1)(d))

TLW are only to be carried out if:

• a works safety officer(s) is present in the vicinity of the works


- normal operations are not disrupted
- the movement area can be restored to normal safety standards, and
- any obstacles created by those works removed in not more than 30 minutes.

At all times during TLW, the WSO is to maintain a continuous radio listening watch.

In the event TLW have been stopped to facilitate an aircraft movement, normal safety standards are to be restored not less than five (5) minutes before the aircraft movement is to occur.

Where TLW have been stopped for an aircraft movement, TLW is only permitted to resume:

- for an aircraft arrival:
 - immediately after the aircraft arrival provided the safety of the aircraft is not endangered
 - if the aircraft has not arrived, at least 30 minutes after the aircraft was due to arrive.
- for an aircraft departure:
 - a minimum period of 15 minutes must have elapsed between the aircraft's departure and the resumption of TLW.

3.10.6 Notifications of TLW or emergency works

(Part 139 MOS - 11.07(1)(e))

TLW or emergency works with recall times between 10 and 30 minutes are to be advised by NOTAM.

For TLW, the works safety officer is to ensure that a NOTAM has been issued at least 24 hours before the works commence.

The request for a NOTAM is to be made in accordance with section 3.1 of this manual.

The NOTAM authorised person is to include the following information in the NOTAM request:

 date and time of commencement of the works • time required to restore normal safety standards.

Emergency works on a runway, or runway strip are not to commence until ATC (local tower, or the air traffic service centre) have been notified and the publication of a NOTAM advising the changes to the aerodrome has been verified. The operations centre for air transport operators with scheduled services occurring during the expected duration of emergency works is also be advised of the changes occurring due to the works.

3.10.7 Works at closed aerodrome

(Part 139 MOS – 11.07(1)(f))

To enable works to be completed when the aerodrome is closed, written notice of the intention to close the aerodrome is to be sent, at least 14 days before the aerodrome closure, to:

• air transport operators using the aerodrome



- each other known organisation using the aerodrome which is likely to be affected by the closure
- CASA.

A distribution list of those receiving the written notification will be retained by: Aerodrome Manager

A copy of the written notice will be retained by: Aerodrome Manager

At least 14 days before the aerodrome closure, a NOTAM will also be issued in accordance with section 3.1 of this manual, advising when the aerodrome will be temporarily closed.

3.11 Wildlife hazard management

3.11.1 Wildlife hazard personnel

(Part 139 MOS – 11.08(2))

The following individuals and positions have responsibilities for wildlife hazard management:

Individual / position	Responsibilities
Aerodrome Reporting Officers	monitoring wildlife hazards
Aerodrome Reporting Officers	mitigating wildlife hazards

3.11.2 Training of personnel

3.11.2.1 Training for wildlife hazard monitoring and reporting

(Part 139 MOS – 17.07(1)(3))

Berrigan Shire does not have a specific training program in relation wildlife hazard reporting.

The aerodrome reporting officers are responsible for monitoring and reporting.

3.11.2.2 Training for wildlife hazard mitigation

(Part 139 MOS - 17.07(2)(a)(b)(3))

Berrigan Shire does not have a specific training program in relation wildlife hazard mitigation.

The aerodrome reporting officers are responsible for engaging and briefing suitable contractors for wildlife hazard mitigation that is required.

3.11.3 Wildlife hazard management plan

(Part 139 MOS – 17.03; 17.04)

The type and frequency of aircraft operations does not trigger the requirement for a wildlife hazard management plan, nor does the aerodrome have a high wildlife hazard management risk. A wildlife hazard management plan has not been prepared.



3.11.4 Wildlife hazard monitoring

(Part 139 MOS – 11.08(1)(a); 17.01(3))

Wildlife hazards at Tocumwal Airport are monitored as part of the aerodrome serviceability inspection process as shown in section 3.2 of this manual.

In addition to an inspection of the aerodrome boundary fence, and gates, looking for holes or other potential signs of a breach by wildlife, reporting officers will identify and record the following:

- presence of wildlife on and in the vicinity of the aerodrome, which is to include:
 - a count of all birds and animals sighted
 - bird / animal activity, e.g. feeding, flying, nesting
 - species (if known)
 - numbers location.
- seasonal and environmental conditions which may attract wildlife, such as grasses, standing water, uncovered waste, deceased wildlife (e.g. dead rabbits, mice etc.)
- any additional indicators such as new nests or eggs.

All wildlife observed on the aerodrome and in the vicinity of the aerodrome are recorded on the: Tocumwal Aerodrome Inspection Checklist.

A record of wildlife strikes is also included in the following register:

- Wildlife strike register: Tocumwal Aerodrome wildlife strike register
- Stored securely at: Berrigan Shire Council Offices

All known or suspected wildlife strikes that occur at or in the vicinity of the aerodrome are reported to the Australian Transport Safety Bureau (ATSB). Each month, the wildlife strike statistical reports published by the ATSB are reviewed by: Aerodrome Manager

• Any reported occurrences near the aerodrome not previously recorded are included in the Tocumwal Aerodrome wildlife strike register.

To detect changes in wildlife hazards, reported wildlife observations and the wildlife strike register are reviewed every month by: Aerodrome Manager

3.11.5 Wildlife hazard assessment

(Part 139 MOS - 11.08(1)(b); 17.02(1))

Any detected wildlife hazard is assessed for risk to aircraft operations.

The hazard assessment process is completed in accordance with the procedures set out in the aerodrome's risk management plan.

When assessing the risks, the following data is considered:

• wildlife observations



- reported strike events
- reported near miss events
- times of day or year / weather conditions.

Wildlife hazard risk assessments are:

- Maintained by: Aerodrome Manager
- Stored securely at: Berrigan Shire Council offices

3.11.6 Wildlife hazard mitigation

(Part 139 MOS – 11.08(1)(c))

The following measures have been implemented to assist in mitigating wildlife hazards:

- all gates are kept locked and rubbish appropriately stored
- grass heights are monitored to prevent seeding
- open unlined drains are regularly inspected and maintained to prevent water retention in the event dead birds and animal carcasses are located they are quickly removed
- bird spikes or barriers have been installed on roosting sites.

In the event a reporting officer(s) detects a source of attraction for wildlife, so that further actions can be considered and implemented to minimise the attraction, a report is to be drafted and sent to: Aerodrome Manager

Wildlife mitigation permit(s) is held at the required intervals and renewal is managed by: Aerodrome Manager.

Wildlife mitigation permits are stored securely at: Berrigan Shire Council offices.

3.11.7 Wildlife hazard reporting (AIP, NOTAM, ATC, UNICOM)

(Part 139 MOS - 11.08(1)(d); 17.05(1))

In the event a wildlife risk is identified on or in the vicinity of the aerodrome, and the risk is a serious or imminent threat and cannot be immediately managed, the reporting officer(s) is to:

- notify ATC (if applicable)
- advise pilots via the CTAF / Unicom request the immediate issue of a NOTAM.

Known or seasonal hazards are reported in writing to the AIS provider for publication in the AIP-ERSA

A NOTAM is requested if the hazard is a higher risk than usual, or is of a short term or seasonal nature.

3.11.8 Liaison with local authorities for wildlife hazard mitigation

(Part 139 MOS - 11.08(1)(e); 17.01(2))

The following is a list of local authorities that have land within a 13 km radius of the aerodrome:

Local authority Contact



NSW National Parks and Wildlife Service	Moama Office 03 5483 9100
	Biosecurity & Compliance Coordinator
Berrigan Shire Council	

Berrigan Shire engages with these local authorities to ensure that future land uses and development proposals can be carefully considered.

3.12 Low-visibility operations (LVO)

Low-visibility operations are not conducted; therefore, this section is NOT APPLICABLE.

3.13 Disabled aircraft removal

3.13.1 Aircraft removal personnel

(Part 139 MOS – 11.13(e)(i)(ii))

The following person(s) have responsibilities for arranging the removal of disabled aircraft:

Name	Role	Phone number	After-hours phone number
Darron Fruend	Aerodrome Manager	03 5888 5100	0407069764

3.13.2 Aircraft removal – aerodrome operator & aircraft certificate holder

(Part 139 MOS – 11.13(a))

The registered owner or aircraft operator has complete responsibility for removing their aircraft should it become disabled. All airline operators are therefore expected to have aircraft recovery plans which identify any special equipment that may be necessary.

Tocumwal Airport coordinates the aircraft recovery operation to ensure that the disabled aircraft is removed in a timely and efficient manner.

Removal of damaged aircraft may be subject to clearance of Australian Transport Safety Bureau and other investigating teams.

Although the aircraft owner is responsible, Tocumwal Airport may, where necessary, initiate salvage action when:

- there is a serious and imminent threat or hazard to other aircraft, vehicles or personnel on the movement area
- the aircraft operator refuses to move a disabled aircraft, or neglects to do so within a reasonable time.

In these instances, Tocumwal Airport accepts no responsibility for any loss or damage of any kind resulting from this action, and the aircraft operator shall be held responsible for all costs incurred.

Once a runway is negatively impacted (unavailable), or a reduction in operating length is required, a NOTAM is to be issued in accordance with section 3.1 of this manual.



Appropriate visual aids are deployed, when necessary, to mark unserviceable portions of the aircraft movement area by Aerodrome Reporting Officer.

3.13.3 Notifying aircraft certificate holder

(Part 139 MOS - 11.13(b))

The pilot of a disabled aircraft is expected to notify the holder of the aircraft's certificate of registration in the first instance.

If the pilot is not available or is unable to notify the certificate of registration holder, the required notification is to be issued by Aerodrome Manager.

If the certificate of registration is not known to Tocumwal Airport, details are to be obtained from the pilot, if possible, or if available, from the CASA website via: <u>https://www.casa.gov.au/aircraft/civilaircraft-register</u>

3.13.4 Liaising with the ATSB, Defence and ATC

(Part 139 MOS – 11.13(c))

If the disabled aircraft cannot be immediately removed from the movement area, Tocumwal Airport will ensure:

- unserviceability markers, markings and lights are displayed as required
- the NOF is notified of the unserviceability, or changes to the runway or taxiway as applicable.

In the absence of a representative from Tocumwal Airport, the pilot is expected to advise air traffic services of the disabled aircraft closing the runway or airport. As there is no Air Traffic Control at Tocumwal Airport, this notification is expected to occur on the general area frequency should VHF be available on the ground. Once a representative from Tocumwal Airport becomes aware of the disabled aircraft, they are to confirm with the pilot that the air traffic services have been notified.

The ATSB will be notified immediately of an occurrence that requires their involvement.

3.13.5 Equipment and person(s) to remove aircraft

(Part 139 MOS – 11.13(d))

The holder of the aircraft's certificate of registration is expected to provide, by the fastest means possible, any specialised equipment and personnel required to remove a disabled aircraft.

Prior to engaging recovery assistance from Tocumwal Airport, the aircraft operator is required to indemnify Tocumwal Airport from any adverse consequence resulting from any activities during the recovery process.

Tocumwal Airport is to advise the aircraft operator of the contacts of any commercial crane operators that may assist in providing equipment for the removal of disabled aircraft.



3.14 Aerodrome safety management

3.14.1 Safety management system (SMS)

(Part 139 MOS - 11.09(1); 25.02; 25.03; 25.04)

As the aerodrome has less than 50,000 air transport passenger movements / less than 100,000 aircraft movements in a financial year, a safety management system has not been prepared or implemented.

3.14.2 Risk management plan

(Part 139 MOS – 11.09(2); Chapter 26)

As the aerodrome has less than 25,000 air transport passenger movements / less than 20,000 aircraft movements in a financial year, a risk management plan has not been prepared or implemented.

4 Aerodrome Emergency Response

4.1 Emergency response personnel

(Part 139 MOS - 11.12(2)(a)-(e))

Individuals / positions	Responsibilities
Aerodrome Manager	Maintaining aerodrome emergency response procedures
Aerodrome Manager	Notifying procedures to initiate an emergency response
Aerodrome Manager	Initiating emergency response actions by aerodrome personnel
Aerodrome Manager	Returning the aerodrome to operational status after an emergency
Aerodrome Manager	Monitoring the function of the aerodrome response plan in local emergency planning arrangements



5 Aerodrome Emergency Response

5.1 Emergency response personnel

(Part 139 MOS – 11.12; Chapter 24)

Individuals / positions	Responsibilities
Aerodrome Manager	Maintaining aerodrome emergency response procedures
Aerodrome Manager	Notifying procedures to initiate an emergency response
Aerodrome Manager	Initiating emergency response actions by aerodrome personnel
Aerodrome Manager	Returning the aerodrome to operational status after an emergency
Aerodrome Manager	Monitoring the function of the aerodrome response plan in local emergency planning arrangements

5.2 Aerodrome emergency response

(Part 139 MOS – 11.12; Chapter 24)

5.2.1 Aerodrome emergency plan (AEP)

(Part 139 MOS – Chapter 24)

The type and frequency of aircraft operations at Tocumwal Airport does not trigger the requirement for an aerodrome emergency plan; therefore, this subsection is NOT APPLICABLE.

5.2.2 Local / state emergency response plan

(Part 139 MOS – Chapter 24)

The aerodrome has emergency response arrangements that meet the requirements of section 24.03 of the Part 139 MOS and are represented in the local / state emergency response plan.

These emergency response arrangements are:

- Maintained by: Aerodrome Manager
- Available at: Berrigan Shire Council offices.

5.3 Aerodrome emergency procedures

5.3.1 Aerodrome emergency committee

(Part 139 MOS - 11.12(1)(a)(i))

The type and frequency of aircraft operations at Tocumwal Airport does not trigger the requirement for an aerodrome emergency committee. An aerodrome emergency committee has not been established.



5.3.2 Emergency service organisations

(Part 139 MOS – 11.12(1)(a)(ii))

Descriptions of the roles of each emergency service organisation involved in the Tocumwal Airport emergency response arrangements are recorded in the table below:

Emergency service organisation	Role description
NSW Police	Incident Controller

5.3.3 Local emergency planning arrangements

(Part 139 MOS – 11.12(1)(a)(iii))

To ensure a coordinated response, the following procedures are followed when liaising with authorised person(s) responsible for local emergency planning arrangements:

Local emergency planning arrangements are prepared, monitored and amended through the Berrigan Shire Local Emergency Management Committee.

5.3.4 Notification and initiation of emergency response

(Part 139 MOS - 11.12(1)(a)(iv); 24.04)

Notification of an emergency will be made without delay.

To ensure agencies respond appropriately, it is important that all information known about the emergency is relayed as accurately as possible. The following information is to be relayed as applicable:

- exact location of the incident (including location details and map references etc.)
- nature of the incident
- type of aircraft
- estimated time of arrival of the aircraft involved and the runway to be used (if applicable)
- number of persons on board (including passengers and crew) presence of hazardous materials including dangerous goods
- any other relevant information.

To assist responding emergency agencies, location details and / or maps of the aerodrome and its immediate vicinity have been provided. The location details and / or maps show:

- primary and secondary access points emergency assembly areas
- aerodrome hazards.

The location details and / or maps are available at: Berrigan Shire Council offices.

5.3.5 Activation, control and coordination of emergency responders

(Part 139 MOS – 11.12(1)(a)(v))



Tocumwal Airport does not have any aerodrome-based emergency responders; therefore, this subsection is NOT APPLICABLE.

5.3.6 Aerodrome emergency facilities

(Part 139 MOS - 11.12(1)(a)(vi))

Tocumwal Airport does not have emergency facilities available; therefore, this subsection is NOT APPLICABLE.

5.3.7 Access and management of assembly areas

(Part 139 MOS - 11.12(1)(a)(vii))

The procedures for access and the management of assembly areas are described below:

The procedures for access and the management of assembly areas are described below:

- 1. Discovering an emergency situation
 - Upon discovery of an emergency situation, notify the appropriate personnel, if possible.
- 2. Evacuation
 - If after assessing the situation, an evacuation is considered necessary, the person who has assumed responsibility will:-

 Advise people to evacuate the building or area;
 Advise people on exit routes
 - $\,\circ\,$ Arrange assistance for any mobility impaired people;
- 3. Accounting for people
 - In an evacuation it is essential that all people are cleared from the buildings. Only where it is possible, and without risk to their own health and safety should appropriate personnel conduct an area check.
 - Areas to check include:- \circ Offices
 - Toilets Tea
 Rooms ○
 Storage Areas
- 4. Emergency Assembly Areas
 - Advise people to assemble in the designated Emergency Assembly Areas.
 - If it has been determined that the normal Emergency Assembly Area is not appropriate for an evacuation, an alternative assembly point will be identified and communicated.

5.3.8 Response to a local stand-by event

(Part 139 MOS – 11.12(1)(a)(viii))



The procedures to respond to a local stand-by event are described below:

A local standby emergency principally occurs when a potential aircraft crash is imminent within airside facilities and someone on the ground has been alerted.

- However, should an unforeseen emergency arise that does not explicitly fall under the categories of a full emergency, bomb threat emergency, spillage of hazardous material emergency, ground or building fire emergency, and / or hijacking or unauthorised use of an aircraft emergency arise, then a local standby emergency can be activated.
- Generally, a state of alert is applicable when a crash may result from a hazardous landing or other circumstances including:
- Suspected or observed defects in undercarriage lowering or locking system
- Loss of power to the extent that a forced landing is imminent
- Fire in an aircraft has been observed or reported
- Any occasion in which the pilot-in-command (PIC) requests that the emergency services are to stand-by Initial response to full emergency Notification:

Any Council staff, airline representatives, members of the public or other person becoming aware of an aircraft crash / accident shall notify the Police immediately.

- In addition, notification of an incident shall be given to the Australian NOTAM Office (NOF) for the issuing of an appropriate NOTAM.
- In an emergency, the NOF will aid with issuing an appropriate NOTAM if required
- Normally, aerodrome management is responsible for this task The local QPS will then initiate the appropriate emergency action:
- Where the local Police is not the first on site or unable to initiate an appropriate emergency action, then responsibility of this action falls on the first emergency service to arrive inclusive of the Aerodrome Manager and / or the duty Aerodrome Reporting Officer Crash site Arrangement:
- if no crash has taken place, no crash site arrangement is necessary
- in the event of a local stand by (aircraft crash alert) the interim assemble area per emergency plan is the nominated point to assemble.

Responsibilities:

The division of responsibilities for directing rescue and firefighting operations at the scene of a crash is as follows:

- Initial response is under the control of the first emergency service to arrive.
- If the Aerodrome Manager and / or the Aerodrome Reporting Officer arrive before the Police, then they will assume the control or co-ordination of available services under close



advice from the emergency services at hand to allow the emergency services to perform their task without distraction

- On arrival at the aerodrome, the first Police officer will take over co-ordination of all activities. The rescuing of persons from crashed aircraft falls immediately under the control of the Fire and Rescue Service and remains so.
- However, if they are in transit, then the first personnel to arrive will do what they can in the interim
- The medical presentative of the ambulance has overall responsibility for ensuring appropriate emergency treatments, dispatch and removal of casualties.

5.3.9 Full emergency

(Part 139 MOS – 11.12(1)(a)(ix))

The procedures to respond to a full emergency at, or in the immediate vicinity of the aerodrome, are described below:

5. 3.9.1 Crash on or near the Tocumwal Aerodrome

Any person on observing or being notified of an aircraft crash shall immediately render assistance and advise the Police of the following (if able to identify):

- Aircraft type
- Registration
- Company name
- Persons on board
- Dangerous cargo
- Location
- Brief the Police of the action taken.

The police shall coordinate the response.

Australian Search and Rescue (AusSAR)

If a pilot indicates an imminent crash to Airservices Australia, they will notify the Police.

a) Police – Overview

The police represent the coroner at the crash site and are authorized to direct custody and transport of deceased persons. The Coroner is responsible for determining cause of death and in the case of aviation casualties draws on the special skills of the CASA Aviation Medicine Branch and the Australian Transport Safety Bureau (ATSB).

Police are required to account for all people on board a crashed aircraft. In discharging this function it will normally be necessary to secure the crash site and impose control over persons entering and leaving the site. It has been found that medical teams are ideally placed to assist the police in this matter without inhibiting the medical function.

Police may also be given or delegate the responsibility of guarding any aircraft wreckage or crash site on behalf of ATSB.



As soon as police presence is established at the scene of an aerodrome emergency, the Senior Police Officer will assume overall control and co-ordinate the agencies responding to the emergency.

b) Police – Action Plan

In the event of a full emergency (crashed aircraft), police will:

- 1. On receiving advice of an aircraft crash, obtain the following details:
 - Location of aircraft
 - Number of persons on board
 - Aircraft type
 - Aircraft registration
 - Aircraft Company
- 2. Contact the Ambulance, Hospital, Fire Brigade and Council;
- 3. Dispatch officer to the scene of the crash, on arrival, and if applicable, when the aircraft has stopped, isolate the site. Once the fire-fighting unit is in position, set up a coordination point, activate a green flashing light to establish the visual and physical position of the Forward Command Post.
- 4. Except for fire-fighting, the most senior Police officer will take charge of all operations. Be the coordinator solely responsible for actions at the crash scene, admitting only essential fire-fighting personnel, equipment, and the ambulance.
- 5. Obtain relevant details such as location, number of people involved, and the severity of the accident. Ensure all persons on the aircraft are accounted for. Direct walking survivors to the assembly area set aside for victims support care. Ensure that the assembly area is located at least 100 metres from and, preferably upwind from the emergency site.
- 6. Isolate, in case of fire, the crash scene until declared safe by the Fire Brigade. When the scene is safe, restrict entry only to essential persons and equipment. Generally control, supervise and ensure free movement of emergency service vehicles to enter, and assemble to provide appropriate support at the crash site.
- 7. Notify the Air Traffic Services Centre (ATSC) Brisbane in conjunction with the Aerodrome Reporting Officer (ARO), and:
 - Provide all available information, concerning the accident for forwarding to ATSB; and
 - If aircraft details are not known, seek ARO and ATS assistance in determining which aircraft is likely to be involved and the number of people on board.
- 8. If the crash is on or near the aerodrome, notify:
 - Aerodrome Manager
 - Aerodrome Report Officer (ARO)
 - Berrigan Shire Council Chief Executive Officer, if unavailable, the ARO will notify the ATSC to wholly or partially close the aerodrome.



- 9. If a Charter Company aircraft is involved notify the company or their agent if known, and seek details such as aircraft type and the number of persons on board.
- 10. Check the aircraft for dangerous cargo and arrange for removal. Take charge of all the aircraft papers and guard the wreckage until released by ATSB.
- 11. Remain at the Assembly Area which will be the terminal building (if on the aerodrome), control spectator and media access to an area away from the scene of the crash. Police only to issue press and media releases.
- 12. Arrange guard duty at the site of the crash. To assist the ATSB investigators, save and protect evidence, including impact marks on the ground, and other indicators such as debris. The

scat location of victims shall be marked, and a photographic record made of the scene, before any wreckage is disturbed and then only with ATSB approval if passengers deceased.

- 13. Control the media. Media release and statements made only by Police. No council representative, aerodrome manager, reporting officers or emergency services personnel are to release any statements to the media.
- c) Fire Brigade/First Responders Action Plan

Procedures for the Fire Brigade, on being notified and directed to the crash site at Tocumwal Aerodrome are as follows, unless otherwise directed:

- 1. Turn out and enter the aerodrome via EMERGENCY GATE 1 (Northern side of Tocumwal Aerodrome Terminal Building) and assemble on the apron. Turn off the vehicle flashing lights unless they (prior to Police arrival on the scene) are the temporary emergency service coordinator.
- 2. Take charge of rescue and fire fighting operations as appropriate. Extinguish fire or prepare for possible explosion and/or fire. Advise the Forward Command Post Coordinator when the area is safe.
- 3. Look for the police who will initially establish the Forward Command Post, and assist as required. The police vehicle will display a flashing green light.
- 4. It is not expected that the Fire Brigade will be met at the gate assembly point. It is advisable that any tender is kept well clear of the runways and taxiway until the subject aircraft has stopped.
- 5. If runways and taxiways must be crossed it must be done with caution and always give way to aircraft.
- 6. Call in outside water tankers if necessary.
- 7. Work in close liaison with all other services involved; and
- 8. Where the crash is off the aerodrome grounds take charge of rescue and fire fighting operations as required.
- d) Rural Fire Brigade Action Plan



- 1. Turn out and enter the aerodrome via EMERGENCY GATE 1 (Northern side of Tocumwal Aerodrome Terminal Building) and assemble on the apron. Turn off the vehicle flashing lights.
- 2. Contain grass fires and assist Urban Fire Brigade.
- e) Ambulance Service Action Plan

Procedures for the Ambulance Service, on being notified of an aircraft crash on or in the vicinity of the Tocumwal Aerodrome are as follows, unless otherwise directed:

- 1. Obtain details of emergency from Police of Council (Aerodrome Manager or ARO).
- Determine level of response. If required request response from Cobram District Ambulances and a medical team form the Finley and/or Cobram Hospital. Tocumwal staff

 not to leave Tocumwal Hospital (refer Murrumbidgee Local Health District – Policy).
- 3. Dispatch ambulances and crew to the aerodrome, and unless otherwise directed, enter the aerodrome via EMERGENCY GATE 1 (Northern side of Tocumwal Aerodrome Terminal Building) and proceed to the assemble point nearby the scene of the crash.
- 4. On arrival, report to the Forward Command Post Coordinator, treat casualties as appropriate, provide first aid and recover crash victim/s.
- 5. Evacuate all casualties as required.
- 6. Cross runways and taxiways with utmost caution consulting ARO if time permits; always give way to aircraft; and
- 7. Work in close liaison with the police and the ARO.
 - f) District Hospital Officer in Charge Action Plan On being notified of the crash, will:
- 1. Prepare to dispatch a medical team to the crash site from Finley Hospital (refer Murrumbidgee Local Health District Policy).
- 2. Prepare to receive and treat casualties as they arrive; and
- 3. If required, notify Air Ambulance Service requesting Mobile Intensive Care Ambulance (MICA) (Melbourne/Wollongong).
 - g) Tocumwal Search and Rescue Action Plan

On observing or being notified a crash has occurred on or in the vicinity of the airport, will:

- 1. Dispatch the rescue vehicle and team and proceed to the crash site.
- 2. On arrival contact the officer in charge at the site, and light the site if required.
- 3. Assist the ambulance service/fire brigade to rescue and administer first aid, assist in loading and transporting casualties; and
- 4. Assist the police to search for missing aircraft occupants. Securing off the area from sightseers, media, etc. Locate and mark aircraft wreckage as required by ATSAB. Not to move any debris from its location until photographed and marked.
 - h) Aircraft Owner or Operator Action Plan



On observing or being notified a crash has occurred on or in the vicinity of the aerodrome, will:

1. Notify if necessary, the police and aerodrome operator, giving the:

- Location of aircraft
- Aircraft type
- Aircraft registration
- Aircraft company
- Persons on board, the aircraft manifest if available
- Details of any dangerous cargo carried on the flight
- 2. Aircraft owner or operator to dispatch available staff to the aerodrome emergency services reporting point, giving full details of persons on board and any dangerous goods carried.
 - i) Council Action Plan

On being notified of a crash, Council will dispatch personnel to the Fixed Emergency Operations Centre (Tocumwal Aerodrome Terminal Building). The Aerodrome Manager or ARO will:

- 1. Close the aerodrome of part thereof if required;
- 2. Notify the NOTAM Office of action taken, institute the appropriate NOTAM action; and
- 3. Assist and liaise with the police, carry out any duties as directed.
- 4. Ensure that whether all or part of the runway can be made available after the event, and that prior to opening all or part of the runway that the runway is free of debris, before opening all
- 5. or part of the runway.
- 6. Cancel or amend NOTAM affecting the aerodrome as required.

5.4 Readiness of emergency facilities, access points & assembly areas

(Part 139 MOS - 11.12(1)(b))

The arrangements for keeping aerodrome emergency facilities, access points and assembly areas (if any) in a state of readiness are described below:

Introduction

An emergency can develop from a number of causes such as fire, structural instability, bomb threat, hazardous substances incidents, etc. A risk assessment has been conducted on these premises with consideration to various emergency scenarios, and appropriate controls have been adopted.

These controls relate to personnel, facilities and equipment to ensure maximum effect, and to ensure effective coordination, utilisation, and implementation of resources and activities in support of all organisations responding to an emergency. Emergency Services have familiarised themselves with the Tocumwal Aerodrome and its surrounds in the event of any type of emergency.

Examples of aerodrome emergencies include:



- Crash (aircraft accident)
- Disabled aircraft
- Fire and natural disaster
- Terrorist threat that endangers any aircraft or the safety of its crew
- Airside vehicle accident
- Explosion
- Facility accident

Emergency Planning Committee

Berrigan Shire Council has established an Emergency Planning Committee who is responsible for developing the emergency evacuation procedures and plans for Council owned and controlled facilities, testing those procedures and plans through evacuation drills, and reviewing their effectiveness.

Emergency Control Organisation (ECO)

The ECO is usually made up of a Chief Warden, Deputy Chief Warden, Area Wardens and Wardens. These people are responsible for issuing instructions and instigating the safe evacuation of personnel from a facility. However, some facilities under the control of the Berrigan Shire Council, due to their characteristics, mean an ECO is not practical.

It is imperative, therefore that users of these facilities and those managing these facilities ensure a safe and effective response to an emergency situation will occur.

Agencies

Agencies that are vital for assistance in responding to aerodrome emergencies include:

- Police
- Medical and Ambulance services
- Hospitals
- Emergency Services
- Aerodrome Administration
- Australian transport Safety Bureau (ATSB)
- Aircraft Operators

Emergency Plan Testing and Review

<u>Equipment</u>

Equipment used and supplied by the participating emergency services is tested in accordance with the requirements of that particular body.

Exercises

Table top exercises are conducted by the Aerodrome Manager.

<u>Review</u>

At the end of the exercise the Aerodrome Manager will evaluate any findings observed during the process and document recommendations to the Emergency Planning Committee of any improvements.



5.5 Emergency responder preparedness

(Part 139 MOS – 11.12(1)(c))

5.5.1 Site inductions for emergency responders

(Part 139 MOS – 11.12(1)(c)(i))

To ensure local emergency responders are familiar with the aerodrome and the immediate surrounds, familiarisation tours are conducted.

During these tours, emergency responders are:

- shown the location and operation of:
 - aerodrome access points (including routes to get to the access points)
 - aerodrome assembly areas
 - aerodrome emergency facilities and equipment.
- made aware of hazardous storage facilities and materials at the aerodrome
- made aware of procedures to be followed when responding to an incident, including airside driving hazards.

5.5.2 Emergency response training

(Part 139 MOS – 11.12(1)(c)(ii))

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

5.5.3 Emergency exercises

(Part 139 MOS – 11.12(1)(c)(iii))

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

5.6 Post-emergency return to operational status

(Part 139 MOS - 11.12(1)(d))

Aircraft operations will only be resumed when:

- circumstances permit aircraft to operate safely
- the airport movement area is secured
- there is no interference to emergency response activities
- all stakeholders are aware that the emergency response has been formally stood down, or a plan has been established to recommence operations while phases of the emergency response have not been finalised.



If the aerodrome has been closed due to the occurrence of an emergency, normal aircraft operations are not to resume until there are adequate aerodrome personnel available to support the resumption of operations, and trained aerodrome personnel have:

- conducted an inspection of the movement area making sure that the runway and taxiway surfaces are free of hazards that may cause damage to aircraft
- provided confirmation that the movement area is serviceable and safe to resume normal aircraft operations
- ensured that areas which remain closed are suitably marked and lit to distinguish their unserviceability
- completed an assessment that any operational equipment on or near the aerodrome as part of the emergency response does not infringe the prescribed airspace (OLS or PANS-OPS)
- if a displaced threshold is required, all components of the OLS will be assessed based on the displaced threshold location
- ensured the accuracy of information published in NOTAM.

The ATSB is to be consulted as they may require the preservation of evidence which may affect the return of part, or all of the movement area, to service.

5.7 Reviews of aerodrome emergency plan (AEP)

(Part 139 MOS - 11.12(1)(e); 24.05(2))

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

5.8 Monitoring local emergency planning arrangements

(Part 139 MOS – 11.12(1)(e))

Procedures pertaining to the function of the aerodrome in local emergency planning arrangements are to be reviewed with local emergency responders at least once every two (2) years.

Documented evidence of each review is:

- Retained by: Aerodrome Manager
- Stored securely at: Berrigan Shire Council offices.