Benalla Rural City Council

Benalla Aerodrome Manual

CASA Part 139

July 2020

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Contents

1 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
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

Acronym / abbreviation	Description
ERSA	En-Route Supplement Australia
Ft	Feet
FOD	Foreign object debris
GRF	Global Reporting Format
H24	Continuous
IFR	Instrument flight rules
IWDI	Illuminated wind direction indicator
LDA	Landing distance available
LDP	Low visibility procedures
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

Acronym / abbreviation	Description
PANS-OPS	Procedures for Air Navigation Services – Aircraft Operations
PAPI	Precision approach path indicator
PCN	Pavement classification number
RCR	Runway Condition Report
RESA	Runway end safety area
RMP	Risk management plan
RTIL	Runway threshold identification lights
RV	Runway visibility
RVR	Runway visual range
RWY	Runway
RWYCC	Runway Condition Code
SMS	Safety management system
STODA	Supplementary take off distance
TDZ	Touchdown zone
TODA	Take-off distance available
TORA	Take-off run available
T-VASIS	T pattern visual approach slope indicator system
TWY	Taxiway
VASIS	Visual approach slope indicator system
VDGS	Visual docking guidance system

Acronym / abbreviation	Description
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, 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.

Term	Definition
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.
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 purposes that is substantially similar to any of those specified in subparagraphs (i) to (vii) (inclusive).

Term	Definition
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 of 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.
Internal 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.
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 III A / B / C)

Term	Definition
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.
NOTAM	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 of 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 of 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.

Term	Definition
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.
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 Organisation, as in force from time to time.
Pavement classification number	A number expressing the bearing strength of a pavement of 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.

Term	Definition
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 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.
Stop way	A defined rectangular area on the ground at the end of the take-off run available and prepared a suitable area in which an aircraft can be stopped in case of an abandoned take-off.
Take-off distance	The length of the take-off run available, plus the length of the clearway provided.
Take-off runway available	The length of the runway declared available and suitable for the ground run of an aeroplane taking off.
Taxi lane	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 taxi lane, an apron taxiway and a rapid exit taxiway.
Threshold	The beginning of that portion of the runway usable for landing.

Term	Definition
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.

Reference material

Document type	Title
Regulation	Part 123 of the *Civil Aviation Safety Regulations 1998*

Forms

Form no.	Title

2 Preface

2.1 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	30.06.2021	All	Initial issue
1.1	24.11.2023	See below	Pre CASA Review updates
1.2	26.08.2024	See below	CASA Review changes
1.3	30.05.2025	See below	PCN Presentation

Date	Version	Change	Reference	Page
01/07/2021	1	Original Manual		
24/11/2023	1.1	Airside Vehicle lighting requirements	3.5.3	60
		Apron Safety Management procedures	3.6.8	66
26/08/2024	1.2	Aerodrome Operational Procedures	2.1.14	26
		Aerodrome Site Plan	2.2	35
		Colour of aerodrome markings, markers, signals and signs	2.6.10	39
		Non-Compliant grandfathered facilities	2.7.1	39
		ATC, AIS and Pilots of relevant RWYCC and runway surface descriptions	3.1.5	44
		Personnel with responsibilities	3.2.1	44
		Routine Serviceability Inspections	3.2.2	44
		ATC, AIS and pilots of relevant RWYCC and runway surface descriptions	3.2.4	
		Aerodrome Lighting	3.3.7	56
		Routine & Emergency Lighting	3.3.11	
		Partial or total power system failure	3.3.12	
		Commission lighting systems	3.3.14	
		Monitoring visual segment surfaces and critical obstacles	3.7.5	
		Proposed or actual infringements	3.7.6	
		Height Infringements	3.7.7	
			APPENDIXS	
		Scaled plan	1.1	
		Cropping Lease Areas	1.3	
		Runway Condition Assessment Worksheet	2.2	
		Aerodrome Serviceability Procedure	2.3	
		IFP Obstacle Letter	3.1	
		Benalla Aerodrome Emergency Plan	3.2	
30/05/2025	1.3	Runway pavement strength rating	2.1.4.4	29
25/06/2025	1.4	Update to new format		

2.2 Distribution list

(Part 139 MOS – 10.02(2) (7))

A copy of this manual is retained in the Airport Reporting Office at Benalla Airport. 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. (if assigned)	Manual holder	Electronic Format	Hard Copy
1	Greg Robertson, Aerodrome Manager, Benalla Rural City Council	Yes	Yes
2	Cr Peter Davis, Councillor, Benalla Rural City Council	Yes	
3	Brad Sinclair, District Aerodrome Inspector, CASA	Yes	
4	Officer in Charge, Benalla Police Station	Yes	
5	Colin Croxford, Unit Controller, State Emergency Service	Yes	
6	Bruce Burton, Officer in Charge, Ambulance Victoria	Yes	
7	Elena Gigliotti, District Support Officer, CFA North East Region District 23	Yes	
8	Records Officer, Benalla Rural City Council	Yes	
9	ARO, Benalla Airport Reporting Office		Yes

Benalla Airport makes this manual available to all relevant persons on our website. Access is also available to staff through Benalla Rural City records management system.

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

3 Aerodrome Administration

3.1 Operator's statement

(CASR 139.110(5) (c))

The Benalla 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 Benalla Airport and demonstrates Benalla Rural City 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 non-compliance 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, Benalla Rural City Council is committed to ensuring that all individuals understand their responsibilities and accountabilities as defined within this aerodrome manual.

Signed:

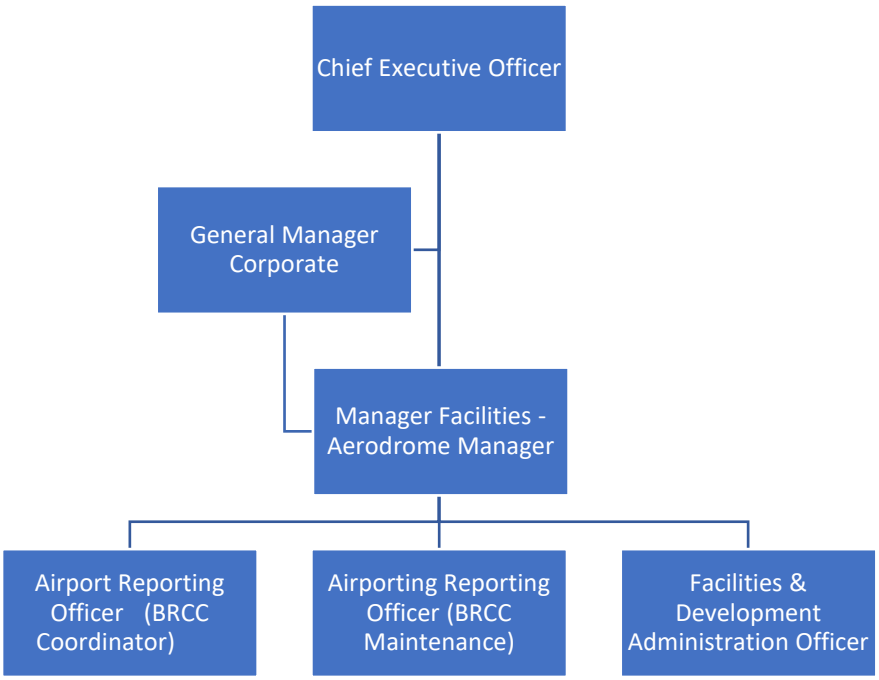
Name:

Position:

3.2 Organisational structure

(Part 139 MOS – 11.02(a) (i))

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



3.3 Key personnel

3.3.1 Accountable Manager

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

Name	Greg Robertson
Management position	Manager Facilities and Information Technology

Responsibilities:

To ensure Manager Facilities and Information Technology

- 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.

3.3.2 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 / are:**

Name	Greg Robertson
Management position	Manager Facilities and Information Technology

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

Name	Greg Robertson
Management position	Manager Facilities and Information Technology

3.3.3 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: Manager Facilities and Information Technology

Responsibilities:

- All duties of Airport Reporting and Work Safety Officer
- maintaining the aerodrome manual
- ensuring that adequate resources are available for the safe operation of the aerodrome, directing staff in carrying out maintenance works to ensure the operational safety of the aerodrome
- monitoring aerodrome standards
- complying with exemption conditions and
- complying with CASA directives.

Individual / position: Facilities Coordinator

Responsibilities:

- All duties of Airport Reporting and Work Safety Officer
- monitoring aerodrome standards and coordinating all works at the aerodrome
- coordinating training and supervising all staff carrying out aerodrome related functions.

3.4 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.

3.4.1 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	Controlling the aerodrome manual.
Facilities Coordinator	Reviewing, maintaining and amending the aerodrome manual.

3.4.2 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:

- A table of current pages or sections which includes a written summary of each change and the date on which 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.

3.4.3 Manual review

(Part 139 MOS – 12.09(6) (a) (ii))

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

3.5 Authorisations

3.5.1 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.

3.5.2 Aerodrome instruments

(Part 139 MOS – Chapter 11.01(3) (a))

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

4 Aerodrome information

4.1 Aeronautical information

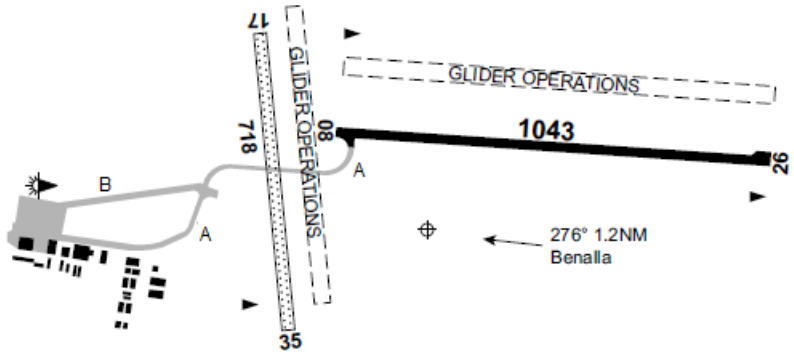
(Part 139 MOS – 11.01(1); Chapter 5)

4.1.1 Aerodrome diagram

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

The following diagrams and plans can be found at the back of this document:

- A single aerodrome diagram that clearly illustrates all applicable aerodrome facilities prescribed in sub**paragraph** 5.03(1) of the Part 139 MOS



- **Benalla Aerodrome Obstacle Limitation Surfaces (Appendix 1.2), including:**
  - **1.2.1 Obstacle limitation surfaces chart overall**
  - 1.2.2 Obstacle limitation surfaces chart east
  - 1.2.3 Obstacle limitation surfaces chart west
  - 1.2.4 Obstacle limitation surfaces chart inner horizontal surfaces
- Benalla Aerodrome Plan Cropping Lease Areas (Appendix 1.3)

4.1.2 Aerodrome administration statement

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

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

Name of aerodrome operator:	Benalla Rural City Council
Postal address:	PO Box 227, Benalla VIC 3671
Phone number:	03 5760 2600
Email address:	council@benalla.vic.gov.au
Website:	www.benalla.vic.gov.au
Facsimile number (if provided):	03 5762 5537
Name of after-hours contact:	Greg Robertson
Phone number:	03 5760 2600
Email address:	council@benalla.vic.gov.au
Facsimile number (if provided):	03 5762 5537
Aerodrome usage:	Restricted Public Use

4.1.3 Aerodrome location statement

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

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

Aerodrome name:	Benalla Airport
State / Territory:	Victoria
ARP latitude (WGS84):	36.3315 S
ARP longitude (WGS84):	146.0033 E
Y location code:	YBLA
Elevation:	569 ft
Type A charts (if published):	Type A charts are not provided
Type B charts (if published);	Type B charts are not provided

4.1.4 Movement area information – runways

a. 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
08 / 26	1
17 / 35	1

b. 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)
08 / 26	083	1043	18	BITUM
17 / 35	164	718	30	OTHER – Grass slit clay

c. Threshold geographical location and elevation – instrument runways

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

The runway(s) 08, 17 and 35 at Benalla Airport are non-instrument runway(s).

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
RWY 26	S 36 33 08.59	E 146 01 06.06	568.1 ft

d. Runway pavement strength rating

(Part 139 MOS – 11.01(1); 5.04(1) (e))

The runway(s) 17/35 at Benalla Airpo**rt are** natural surface runways without formed pavement**.**

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

ACN – PCN strength rating	Runway 08 / 26
PCN value	10
Pavement type	F
Pavement subgrade	B
MAX Take-off weight	8,000kg
MAX tyre pressure value	.57 MPA
Tyre pressure category	OTHER – Pressure limited to .57 MPA (83psi)
PCN evaluation method	U – ACFT – based on aircraft experience

e. 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)
08 / 26	1279 m	90 m	90 m
17 / 35	845 m	90 m	90 m

f. 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
08 / 26	0.1% slope to W
17 / 35	0.1% slope to N

g. 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 08	Runway 26	Runway 17	Runway 35
Take-off run available (TORA)	1043 m (3421 ft)	1043 m (3421 ft)	718 m (2355 ft)	718 m (2355 ft)
Take-off distance available (TODA)	1103 m (3618 ft)	1103 m (3618 ft)	778 m (2552 ft)	778 m (2552 ft)
TODA gradient	2.92 %	2.08 %	4.39 %	4.99 %
Accelerate-stop distance available (ASDA)	1043 m (3421 ft)	1043 m (3421 ft)	718 m (2355 ft)	718 m (2355 ft)
Landing distance available (LDA)	1043 m (3421 ft)	1043 m (3421 ft)	718 m (2355 ft)	718 m (2355 ft)

h. 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.

i. 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 (m) 08	Runway (m) 26
1.6%		849
1.9 %	820	1012
2.2 %	898	
2.5 %	1002	

j. 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
08	Code 1
26	Code 1
17	Code 1
35	Code 1

k. 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.

l. Type B charts

(Part 139 MOS – 11.01(1); 5.04(1) (j) (ii))

A type B chart is not required and has not been prepared.

m. Obstacle-free zone (OFZ)

(Part 139 MOS – 11.01(1); 5.04(1) (k))

An obstacle free zone is not identified.

n. Arrestor system

(Part 139 MOS – 11.01(1); 5.04(1) (l))

An arrestor system is not provided.

4.1.5 Strip availability

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

The runway strip for 08 / 26 is not suitable for take-offs and landings.

The runway strip for 17 / 35 has been suitably prepared and is available for take-offs and landings.

4.1.6 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
Taxiway	A	A	11 m	Bitumen seal
Parallel	B	A	7.5 m	Bitumen seal

4.1.7 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 Air services for publication in the AIP. The apron surface type(s) is / are recorded in the table below:

Apron	Apron surface type
Domestic apron	Bitumen seal

4.1.8 Visual aids – approach and runway lighting systems

(Part 139 MOS – 11.01(1); 5.05)

a. 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.

b. Runway threshold lights and wing bars

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

The particulars for each runway threshold lights are recorded in the table below:

Runway designation	Threshold lights - colour	Wing bars - colour	Geographical coordinates
08	Green	Not applicable	Not applicable
26	Green	Not applicable	Not applicable

c. Visual approach slope indicator system (VASIS)

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

Visual approach slope indicator system is not provided.

d. Touchdown zone (TDZ) lighting

(Part 139 MOS – 11.01(1); 5.05(1) (d))

Touchdown zone lighting is not provided.

e. Runway centreline lights

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

Runway centreline lights are not provided.

f. 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)
08 / 26	850 m	90 m	White	100 cd

g. 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
08	Red
26	Red

h. Stopway lights

(Part 139 MOS – 11.01(1); 5.05(1)(h))

The aerodrome does not have stopway lights.

i. Starter extension lighting

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

The aerodrome does not have starter extension lighting.

j. Runway threshold identification lights (RTIL)

(Part 139 MOS – 11.01(1); 5.05(1) (j))

The aerodrome does not have RTIL.

k. 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 123.4 MHz and requires three one-second pulses to activate.

4.1.9 Visual aids – other lighting and secondary power supply

a. Aerodrome beacon

(Part 139 MOS – 11.01(1); 5.05(2) (a))

The aerodrome does not have an aerodrome beacon.

b. 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 designation	Taxiway lighting systems			
	Edge lights	Centreline lights	Stop bars	Holding position lights
TWY A	N/A	Blue	N/A	3 inset yellow lights at holding position for entry on to Runway 08 / 26.

c. Apron lighting systems (including VDGS)

(Part 139 MOS – 11.01(1); 5.05(2) (c))

Apron lighting is not provided at the aerodrome.

d. Other movement areas – lighting systems

(Part 139 MOS – 11.01(1); 5.05(2) (d))

All other movement area lighting systems provided at the aerodrome are recorded below:

- Benalla Airport fuel facility has a light at the bowser only.

e. Obstacle lighting for OLS infringements

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

There are no lit obstacles that infringe the aerodromes OLS.

f. Secondary power supply (including switch-over time)

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

A secondary power supply is not provided.

4.1.10 Navigation aids

(Part 139 MOS – 11.01(1); 5.06)

No navigation aids are provided by the aerodrome operator.

4.1.11 Aviation rescue and fire-fighting services (ARFFS)

(Part 139 MOS – 11.01(1); 5.07)

An ARFFS is not provided by the aerodrome operator.

4.1.12 Ground services

a. 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 and Jet A1	02 6041 1599	408 304

b. Weather information broadcasts

(Part 139 MOS – 11.01(1); 5.08(b))

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

c. Ground-to-air communication system

(Part 139 MOS – 11.01(1); 5.08(c))

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

409 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.

4.1.13 Aerodrome operation procedures – standard taxi routes

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.

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.

4.1.14 Aerodrome operational procedures – special procedures

(Part 139 MOS – 11.01(1); 5.09(2))

Special procedures are listed on AIP-ERSA FAC – YBLA. Listed as:

1. CONTRA CIRUSITS IN OPERATION – **THERE IS NO DEAD SIDE WITH CONTRA CIRCUITS.**
2. Gliders and tugs use separate glider strips 08/26 and 17/35, marked by orange gable markers. Also AVBL for tailskid equipped ACFT.
3. Glider/tug circuits to N or E, other ACFT circuits to S or W. Other ACFT must not infringe glider circuit BLW 2,000FT AGL. Right hand circuits RWY 08 and 17. Gliders/tugs right hand circuits glider strip RWY 26 and 35.
4. Tugs towing gliders DEP glider strip 26 turn in the direction of the circuit by the earlier of either the AD boundary or 200FT AGL.
5. WHERE POSSIBLE ACFT SHOULD CONFORM TO ESTABLISHED RWY DIRECTION IN USE. Join circuit in downwind position or upwind along RWY 08/26 or 17/35.
6. If use of a crossing RWY is operationally necessary a wide circuit to join a long final clear of established circuit traffic is advised. On DEP maintain RWY heading until clear of traffic.
7. No provision for a straight in APCH to RWY 26 at night.
8. 0826 083 34A PCN 10 / F / B / 8000 /450 (83PSA) / U Sealed WID18 RWS 90
9. 1735 163 24C 5700/450 (65PSI) GRASS SLIT CLAY. WID 30 RWS 90 the U Sealed Runway is rated to 8000kg with 83 PSI

4.1.15 Aerodrome operational procedures – notices

(Part 139 MOS – 11.01(1); 5.09(3))

Aerodrome operational procedures – notices are listed on AIP-ERSA FAC – YBLA. Listed as:

NOISE ABATEMENT PROCEDURES

1. NOISE ABATEMENT: RWY 17/35 fly wide circuits to avoid overflying Benalla township.
2. RWY 26 maintain RWY heading to 1,000FT AGL or until beyond hospital to left of extended centre line.

ADDITIONAL INFORMATION

1. CAUTION: Restricted area for Benalla explosive plant, R364 (1NM RAD of 362918S 1455935E, SFC – 2,000FT) is BTN 2.8 and 4.8NM N of AD on RCL for RWY 17/35. ACFT should be at or ABV 2,000FT (1,450FT AGL APRX) at 2.8NM N of AD.
2. Manned balloon OPS may occur in 3HR following first light and 2HR preceding last light.
3. Animal hazard (kangaroos and birds) exist.
4. All pedestrians must wear high visibility clothing when airside. Failure to do so may result in an infringement of minimum $200, as per Benalla Rural City Council Community Local Law 2017 Clause 9 (Council Signs).
5. Gliding OPS HJ. Simultaneous OPS from parallel glider strips.

CHARTS RELATED TO THE AERODROME

1. WAC 3470.
2. Also refer to AIP Departure and Approach Procedures.

4.1.16 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.

4.2 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 1.1 of this manual.

4.3 Site plan – facilities outside aerodrome boundary

(Part 139 MOS – 11.01(2) (b))

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

4.4 Aerodrome reference rode (ARC) nominations

(Part 139 MOS – 4.01; 11.01)

4.4.1 Runways

(Part 139 MOS – 11.01(2) (c))

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

Runway	ARC number	ARC letter	OMGWS
08 / 26	Code 1	A	Up to but not including 4.5 m
17 / 35	Code 1	A	Up to but not including 4.5 m

4.4.2 Taxiways and taxi lanes

(Part 139 MOS – 11.01(2) (c))

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

Taxiway / taxi lane	ARC letter	OMGWS
TWY A	A	OMGWS 4.5 m up to but not including 6 m
TWY B	A	OMGWS 4.5 m up to but not including 6 m

4.4.3 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.

4.4.4 Holding bays (aircraft)

(Part 139 MOS – 1.08(2); 6.55(2))

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

4.5 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 08	Non instrument runway
RWY 26	Non precision instrument approach runway
RWY 17	Non instrument runway
RWY 35	Non instrument runway

4.6 Deviations from preferred standard

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

4.6.1 Location of runway threshold

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

All runway thresholds are located at the extremity of the runway.

4.6.2 Runway turn pad / bypass pad

(Part 139 MOS – 6.03(2) (3))

All runway turn pads / bypass pads are located on the right-hand side of the runway as viewed when looking in the direction of take-off from that runway end.

4.6.3 Runway longitudinal slope values

(Part 139 MOS – 6.06(1)-(7))

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

4.6.4 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.

4.6.5 Runway surfaces

a. Average surface texture depth

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

The runway surface 17 / 35 is not sealed.

The preferred average surface texture depth of 1 mm has not been met on the following runway(s). The surface texture depth achieved is equal to or greater than the 0.625 mm minimum average texture depth permitted in Table 6.09(1)-1 of the Part 139 MOS.

Runway designation	Actual average surface texture depth	Reasons why the preferred average surface texture depth has not been met
08 / 26	3 – 5 mm	Age of infrastructure

b. Friction values

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

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

4.6.6 Longitudinal slope design values on graded runway strip

(Part 139 MOS – 6.18(1) (2))

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

4.6.7 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
08 / 26	60 m	It meets the minimum length of RESA
17 / 35	60 m	It meets the minimum length of RESA

4.6.8 Taxiway longitudinal slope values

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

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

4.6.9 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.

4.6.10 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).

Colours used in aerodrome markings, markers, signals and signs meet *Australian Standard AS 2700-2011*, Colour Standards for General or General Purposes, in accordance with Table 8.03 (1) of the Part 139 (Aerodromes) Manual of standards 2019.

4.6.11 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 08 / 26. 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.

4.6.12 Spacing of taxiway edge lights

(Part 139 MOS – 9.92(1))

Taxiway edge lights are not provided.

4.7 Facilities with retained compliance

4.7.1 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 08 / 26 lights	Runway thresholds lights do not comply, no turn pad lights exist
Runway 08 / 26 surface	Does not meet Table 6.09(1)-1 of Part 1396 of MOS.
Runway 26	No turn pad markings exist
Runway holding position markings	As per figure 8.39(2) Pattern A do not comply
Glider strip 08/26 and 17/35	Markings are not located outside the glider strips and are not the correct dimensions.
Runway 08/26 Strip width	Current width is 18m, narrower than standard width
Inner edge for approach surface	Current minimum width 80m is narrower than standard width
Take off surfaces or transitional surfaces	10% divergence, 2500m length 4% gradient

4.7.2 Grandfathered facilities – opted-in

(Part 139 MOS – 2.01 opted-in)

All grandfathered facilities remain grandfathered to a previous standard.

5 Aerodrome Operating Procedures and Systems

5.1 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.

5.1.1 Personnel with responsibilities – data originator

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

a. AIP responsible person

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

The nominated AIP responsible person for Benalla **Airport is Elise Wood, Facilities Coordinator, 1 Bridge Street East, Benalla VIC 3672, Mobile 0419 749 807, Office 03 5760 2656.**

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, Benalla Rural City 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**.

b. 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 Benalla **Airport are listed below:**

NOTAM authorised person(s)	
Elise Wood 0419 749 807	**Greg Robertson 0409 529 463**

To meet the requirements of CASR 175.445, Benalla Rural City 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 Air services 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 Benalla **Airport** is Greg Robertson.

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)**.

5.1.2 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.

Benalla Rural City 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: docs.amend@airservicesaustralia.com**.**

Benalla Rural City 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.

Benalla Rural City 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.

5.1.3 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@airservicesaustralia.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.

5.1.4 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 4111.

5.1.5 ATC, AIS and pilots of relevant RWYCC and runway surface descriptions

(Part 139 MOS – 11.05(1) (e); 11.03(1) (b) (ii))

Aerodrome serviceability inspections for a sealed runway must specifically check for visible dampness, standing water, snow, slush, ice or frost. Each runway third (third of TORA) is assessed for reportable amounts of water contamination on the runway surface.

A Runway Condition Report (RCR) is issued when aeroplane operations are scheduled, or notified in advance to Benalla Rural City Council Airport Manager by the aeroplane operator, or are known to be in progress. The Runway Condition Code (RWYCC) used in the RCR is assigned to a runway third based on the runway surface descriptions below:

Runway surface description	**Applicable RWYCC**
DRY	6
WET (The runway surface is covered by any visible dampness or water up to and including 3 mm depth)	5
WET ("slippery wet" runway)	3
STANDING WATER (depth of more than 3 mm)	2

A copy of the Runway Condition Assessment Worksheet **is available in Appendix 2.13 DOC24/50651** of this manual.

<u>STANDING WATER on Runways</u>

Benalla Airport ensures that if more than 25% of any runway third has STANDING WATER an RCR is issued.

Example: First third of runway *08* has STANDING WATER and the last two thirds are WET. A sample RCR for Benalla Airport is:

YBLA *09031522* RWY *08* 2/5/5 STANDING WATER/WET/WET

<u>SLIPPERY WET Runways</u>

Benalla Airport ensures that if any percentage of any runway third is SLIPPERY WET an RCR is issued.

The runway is SLIPPERY WET if Benalla Airport has received at least 2 consecutive pilot reports of MEDIUM runway braking action for the runway, or a portion of it.

Example: 25% or less of the first runway third of runway Benalla is SLIPPERY WET. The last two thirds are WET but not SLIPPERY WET and not reported (NR). A sample RCR for Benalla Airport is:

<u>Submitting an RCR</u>

YBLA *09031522* RWY *08* 3/5/5 25/NR/NR SLIPPERY WET/WET/WET

A RCR will be provided to the NOTAM Office:

RWYCC	Runway surface description	Report made available to
2	STANDING WATER	(a) the NOTAM Office.
3	SLIPPERY WET	(a) the NOTAM Office.

Downgrading an RCR

If Benalla Airport has received at least 2 consecutive pilot reports of a runway braking action less than that expected for the associated RWYCC in the RCR that has been issued, it will reissue the RCR according to the braking action associated with the applicable RWYCC below:

Pilot report of runway braking action	Description	RWYCC
N/A		6
GOOD	Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	5
GOOD TO MEDIUM	Braking deceleration OR directional control is between good and medium.	4
MEDIUM	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	3
MEDIUM TO POOR	Braking deceleration OR directional control is between medium and poor.	2
POOR	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	1
LESS THAN POOR	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	0

5.1.6 Record keeping - reports

(Part 139 MOS – 11.05(2) (a) (b))

A copy of all NOTAMs requested by Benalla **Airport are:**

Retained by:	**Aerodrome Manager**
Stored securely at:	**Benalla Rural City Council records department (SF/1785)**

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:	**Benalla Rural City Council records department (SF/4052)**

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 Benalla Airport is checked by the aerodrome reporting officer during the serviceability inspection process. Refer to subsection 3.2.4.1 of this manual.

5.1.7 Review of published information Record keeping - reports

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

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:	**Benalla Rural City Council records department (SF/4052)**

Benalla Rural City 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.

5.2 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
- Making changes to the RWYCC and runway surface contaminant type by completing a runway conditional inspection with the Global Reporting Format (GRF) aerodrome serviceability inspections
- maintaining records of inspections.

5.2.1 Positions with responsibilities

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

The Facilities Coordinator **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 Benalla Airport.

Name	Position	Function
Greg Robertson	**Aerodrome Manager**	**Reporting Officer**
Elise Wood	**Facilities Coordinator**	**Reporting Officer**
David Lowe	**Facilities Maintenance 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.

Benalla Rural City 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 Facilities Coordinator**. The training schedule** is reviewed regularly to ensure training is completed in a timely manner.

The training records of all reporting officers are:

Retained by:	**Aerodrome Manager**
Stored securely at:	**Benalla Rural City Council records department (SF/4052)**

The **Reporting Officer is responsible for reporting the results of the inspections.**

The **Facilities Coordinator is responsible for taking follow-up action if an unsafe condition is identified during the inspection.**

5.2.2 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 time
Twice weekly	Between 7.30am – 4pm

5.2.3 Additional serviceability inspections

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

Benalla Aerodrome ensures that the reporting officer conducts additional serviceability inspections immediately any of the following occur:

- Following an incident or accident
- 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.

5.2.4 ATC, AIS and pilots of relevant RWYCC and runway surface descriptions

(Part 139 MOS – 11.03(1) (b) (ii); 11.05(1) (e);))

A Runway Condition Report is issued specifically checking for visible dampness, standing water, snow, slush, ice or frost when aeroplane operations are schedule or notified in advance. Runway Condition Code (RWYCC) used in the RCR and is assigned to a runway third based on the runway surface descriptions below:

Runway surface description	**Applicable RWYCC**
DRY	6
WET (The runway surface is covered by any visible dampness or water up to and including 3 mm depth)	5
WET ("slippery wet" runway)	3
STANDING WATER (depth of more than 3 mm)	2

A copy of the Runway Condition Assessment Worksheet **is available in Appendix 2.3 Runway condition Assessment Worksheet DOC24/50651** of this manual.

STANDING WATER on Runways

Benalla Airport ensures that if more than 25% of any runway third has STANDING WATER an RCR is issued.

Example: First third of runway *08* has STANDING WATER and the last two thirds are WET. A sample RCR for Benalla Airport is:

YBLA *09031522* RWY *08* 2/5/5 STANDING WATER/WET/WET

SLIPPERY WET Runways

Benalla Airport ensures that if any percentage of any runway third is SLIPPERY WET an RCR is issued.

The runway is SLIPPERY WET if Benalla Airport has received at least 2 consecutive pilot reports of MEDIUM runway braking action for the runway, or a portion of it.

Example: 25% or less of the first runway third of runway Benalla is SLIPPERY WET. The last two thirds are WET but not SLIPPERY WET and not reported (NR). A sample RCR for Benalla Airport is:

Submitting an RCR

YBLA *09031522* RWY *08* 3/5/5 25/NR/NR SLIPPERY WET/WET/WET

A RCR will be provided to the NOTAM Office:

RWYCC	Runway surface description	Report made available to
2	STANDING WATER	(b) the NOTAM Office.
3	SLIPPERY WET	(b) the NOTAM Office.

Downgrading an RCR

If Benalla Airport has received at least 2 consecutive pilot reports of a runway braking action less than that expected for the associated RWYCC in the RCR that has been issued, it will reissue the RCR according to the braking action associated with the applicable RWYCC below:

Pilot report of runway braking action	Description	RWYCC
N/A		6
GOOD	Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	5
GOOD TO MEDIUM	Braking deceleration OR directional control is between good and medium.	4
MEDIUM	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	3
MEDIUM TO POOR	Braking deceleration OR directional control is between medium and poor.	2
POOR	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	1
LESS THAN POOR	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	0

5.2.5 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 Procedures for Benalla Aerodrome Airport Reporting.

This is a subsidiary document to this manual and is available at Airport Reporting Office and SF/1785. *Copy of procedures in Appendix 2.2*

a. 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)

l. 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 land-based 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.

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

The checklist is a subsidiary document to this manual and is available at: Airport Reporting Office and SF/3863.

5.2.6 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.

5.2.7 Reporting inspection results

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

Benalla Rural City 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 Aerodrome Serviceability 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 Asset Management – Maintenance Facilities (Buildings) Benalla Airport SF/1785 and a purchase order is raised**.**

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 Asset Management – Maintenance Facilities (Buildings) Benalla Airport SF/1785**.**

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 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.

a. 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 Benalla Rural City 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.

5.2.8 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).

5.2.9 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 Aerodrome Manager 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 Asset Management – Maintenance Facilities (Buildings) Benalla Airport SF/1785**. The corrective actions plan will be reviewed regularly and updated by Aerodrome Manager.**

The technical inspection report will be retained for a minimum period of three (3) years at Asset Management – Maintenance Facilities (Buildings) Benalla Airport SF/1785**.**

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

5.2.10 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: Asset Management – Reporting Aerodrome Serviceability Inspection Report SF/3863.

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

5.3 Aerodrome lighting

This section documents the procedures for:

- inspecting and maintaining aerodrome lighting, and obstacle lighting that is maintained by Benalla Rural City 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.

5.3.1 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: **Airport Reporting Officers**

Maintaining the records of inspections

Individual / position: Airport Reporting Officers

Taking follow-up action if unsafe condition identified during inspection

Individual / position: Facilities Coordinator / Aerodrome Manager

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

Individual / position: Facilities Coordinator / Aerodrome Manager

(b) Performing maintenance on aerodrome lighting

Individual / position: Facilities Coordinator / Aerodrome Manager

(c) Monitoring hazardous lights, lasers, reflection or glare within the aerodrome boundary

Individual / position: Airport Reporting Officers

5.3.2 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 edge lighting, runway holding, primary windsock and taxiway lighting	Weekly	Lights PAL test frequency 123.4 duration 30 minutes = 20 minutes + 10 flash. Lights Runway – 20 edge and 12 end. Lights Taxiway – 38. Lights runway holding – 3. Lights windsock – 10.	Visual inspection of all lights to ensure adequate function for required duration. Record faults on aerodrome serviceability inspection checklist and report to Facilities Coordinator.

5.3.3 Obstacle lighting maintained by aerodrome operator – inspection and maintenance

(Part 139 MOS – 11.04(1) (a))

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

5.3.4 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.

5.3.5 Monitoring secondary power supply

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

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

5.3.6 Monitoring standby power supply

(Part 139 MOS – 11.04(1) (b))

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

5.3.7 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
PAL	Six monthly	All light fittings and fixtures including spares.	Minor maintenance completed at time of inspection if required. Check quantities and order equipment as required.

It is the role of the ARO to complete a lighting inspection and check each week and record the results on the Airport Serviceability Inspection.

The procedure for testing the lighting inspections and checks is to conduct tests on runway / taxiway lights change the radio frequency to CTAF 123.4 and depress transmitting button three times to activate runway, taxiway, PAL and primary windsock lights. Check each light for luminosity, if a light has failed record the location. Commencing at the main white windsock obstruction lights, followed by the PAL tower obstruction lights. There are 38 blue taxiway lights and 3 blue taxiway holding lights. There are 20 white runway edge lights, 8 green/red threshold lights and 4 green threshold lights to test. After 30 minutes the lights will start to flash as a warning they are about to switch off in 10 minutes. This is most noticeable on the obstruction lights.

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 Benalla Airport Lighting Inventory Checklist**, which is available at Airport Reporting Office and SF/3863 (DOC20/53866) Appendix 2.4 Benalla Airport Lighting and Equipment Inventory Checklist.**

5.3.8 Maintaining lighting inspection records and follow-up actions

(Part 139 MOS – 11.04(1) (d))

At the completion of each lighting inspection, the Airport Reporting Officer records the following information on the Benalla Airport Lighting Inventory Checklist:

- 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 Asset Management – Maintenance Facilities (Buildings) Benalla Airport SF/1785. 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 Asset Management – Maintenance Facilities (Buildings) Benalla Airport SF/1785 **confirming the corrective action is complete.**

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

5.3.9 Switching lights on and off and intensity selection

(Part 139 MOS – 11.04(1) (e))

The lighting system is operated by: PAL

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

Lighting system	Operating current	Intensity selection
PAL	CTAF 123.4	LIRL

The procedures for switching lights on and off, including the intensity selection, are as follows: Lights are turned on by radio frequency CTAF 123.4 and depressing transmitting button three times. Lights will turn off automatically after 30 minutes.

To manually turn lights on unlock switchboard located at North East corner of Aviation Museum and turn to lever to manual setting. At completion of test turn lever back to auto.

5.3.10 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, it can be manually activated.

A bypass switch has been provided that allows manual activation of the lights. The bypass switch is located in the PAL switchboard on the NE corner of the Aviation Museum.

Benalla Airport has issued written authorisation for manual activation of the lights, if required, to Aerodrome Manager. A copy of the authorisation has been retained on file and is available at Benalla Rural City Council records department SF/3863.

Aerodrome Manager has been issued a key to readily access the manual activation switch at all times when required.

5.3.11 Routine and emergency lighting maintenance

(Part 139 MOS – 11.04(1) (f))

Routine maintenance is carried out in accordance with the following procedures: Benalla Aerodrome on a quarterly basis by a qualified electrician. The lighting maintenance will be based on the Airport Serviceability Inspection reports.

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.

5.3.12 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. **AUSNET** and Aerodrome Manager to be notified and likely time of outage ascertained. NOTAM office to be notified.

5.3.13 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.

Benalla Airport 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.

5.3.14 Commissioned lighting systems

(Part 139 MOS – 9.18(8))

Benalla Aerodrome is serviced by lighting system that was inherited when the aerodrome was transferred to Benalla Rural City council under the Local Owners Aerodrome Plan.

The system would have been commissioned the previous owner, no records of this commissioning have been shared or given to Benalla Rural City Council.

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

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

Benalla Airport 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.

l compliance statements / laboratory test reports, ground check, and flight check reports will be retained by the Aerodrome Manager **and stored** securely at Benalla Rural City Council**.**

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.

5.4 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.

5.4.1 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 with dog mesh and wire, and steel panels
- Height of fence: 1.2 m

Benalla Rural City 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 at all times whilst airside by authorised and trained personnel.

Airside access gates are:

- Located at: entrance into airport west side.
- Always locked by: Electronic access control system
- Keys and / or electronic access cards are issued by: Aerodrome Manager
- A register of issued keys and / or access cards is maintained by: Aerodrome Manager.
- An audit of issued and unissued keys and / or access cards is conducted annually by: Aerodrome Manager.

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 Aerodrome Manger.

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

Animals are not permitted airside.

5.4.2 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.

Additional fence and access gate inspections are conducted:

- **By the Facilities Coordinator.**
- **Fortnightly.**
- **Via CCTV review completed weekly.**

These additional inspections are recorded: Aerodrome Serviceability Inspection Checklist.

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 **Aerodrome Serviceability Inspection Checklist in accordance with the process outlined subsection 3.2.6 of this manual, and are repaired as soon as possible.**

5.5 Airside vehicle control

(Part 139 MOS – 11.14)

5.5.1 Permit system for airside vehicles

(Part 139 MOS – 11.14(a); 14.02(a))

A permit system for airside vehicles is not required as the aerodrome does not, in a financial year, have more than 350,000 air transport passenger movements, or more than 100,000 aircraft movements; therefore, this subsection is NOT APPLICABLE.

5.5.2 Vehicles and ground equipment operated airside

(Part 139 MOS – 14.03(1) (a) (b))

Benalla 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.

Benalla 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: Aerodrome Manager
- Available at: Benalla Rural City Council Records Department DOC17/57288.

To ensure the requirements of this manual are achieved, Benalla Airport can inspect or can require an inspection to be carried out on any vehicle or ground equipment that is operating airside. The Aerodrome Manager will annually request authorised personnel to advise the authorised vehicle type, make, model and registration number.

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: Aerodrome Manager
- Available at: Benalla Rural City Council Records Department DOC17/57288

A vehicle that is denied access or has been removed from the airside at the direction of Benalla 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.

5.5.3 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, as a minimum, must have a bright approved roof mounted flashing light.

Vehicles operating at night must have a bright approved roof mounted flashing light.

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

- all access tracks
- a runway / runway strip
- a taxiway / taxiway strip
- the movement area
- and around hangers.

The roof top lights should have a peak intensity between 40cd and 400cd.

Vehicles that are unable to mount a roof top light will not be granted Airside Access. This includes but is not limited to soft top vehicles that cannot mount a roof top light, motorcycles, bicycles and open top vehicles.

5.5.4 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.

5.5.5 Airside drivers – training

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

As Benalla 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: Information supplied upon approval of Airside Access token SF/2988.

5.5.6 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.

5.5.7 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	20 km / h
Aprons	20 km / h
Taxiways	20 km / h
Runways	20 km / h
During low visibility operations	20 km / h

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

At the entrance airside and along frequently used perimeter access tracks.

5.5.8 Escort service procedures

(Part 139 MOS – 14.01(5))

Only authorised third party drivers are permitted to provide vehicle escorts airside.

At any one time, an escort driver is not authorised to escort more than the following number of vehicles:

Max. number of vehicles: *2*

The escort driver is fully responsible for the driver(s) under escort. Escort driver must remain with 20m of driver under escort. Driver under escort must be accompanied at all times whilst mobile airside.

All airside drivers providing an escort service are monitored for adherence with these requirements periodically by **the reporting officer.**

In the event an airside driver or driver under escort is observed to not be following the rules for operating a vehicle airside, or otherwise creating an unsafe condition, all respective vehicles and their drivers are to be escorted from the airside, and any authorisations are withdrawn.

Records of drivers authorised to conduct escorts are:

Maintained by: **Facilities Coordinator**

Stored securely at: Benalla Rural City Council records department (SF/2988).

5.5.9 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:

BENALLA AIRPORT MONITORING AND ENFORCING TRAFFIC

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Separation			
Are separate entries and exits provided for vehicle and pedestrians?			
Do the entries and exits protect pedestrians from being struck by vehicles?			
Does the layout of the airport effectively separate pedestrians, vehicles and aircraft?			
Are vehicle entry points sufficient to meet the demands of the airport?			
Vehicle routes			
Are the roads within the airport suitable for the types and volume of traffic?			
Are traffic direction clearly marked and visible?			
Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them?			
Do vehicle routes have firm and even surfaces?			
Are vehicle routes kept clear from obstructions and other hazards?			
Are vehicle routes well maintained?			
Do vehicle routes avoid sharp or blind corners?			

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Vehicle movement			
Are vehicles slowed to safe speeds, for example speed limiters on mobile plant or chicanes on vehicle routes?			
Do drivers use the correct routes, drive within speed limits and follow site rules?			
Signs			
Are there speed limit signs?			
Is there enough lighting to ensure signs are visible, particularly at night?			
Warning devices			
Are roof mounted flashing lights installed on all vehicles and are they operational?			
Information, training and supervision			
Do powered mobile plant operators have relevant high risk work licences? Are they trained in operating the particular model of plant being used?			
Have workers received site specific training and information on airport traffic hazards, speed limits, parking and loading areas?			
Is information and instruction about safe movement around the airport provided to visitors and external drivers?			
Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?			
Personal Protective Equipment (PPE)			

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Is PPE, like high visibility clothing, worn by all people airside at the airport?			
Vehicle safety			
Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done?			
Do vehicles have direct visibility or devices for improving vision like external and side mirrors and reversing sensors?			
Are UHF radios on and set to CTAF 125.6 for listening to airport movement?			
Are drivers suitably trained in the use of the radio?			
Reporting and enforcement			
Visually monitor speed, driving style and movement around parked aircraft while the driver is active at Benalla Airport. Does it comply with Benalla Airport requirements? (if no, please indicate how they are not complying and if possible obtain vehicle registration details, eg take photo of registration plates)			
Benalla Rural City Council Authorised Officer to review any physical evidence presented and discuss with the Airport Reporting Officer evidence witnessed and complete Witness Statement DOC18/195890.			
Regulatory Compliance and Enforcement for breaches of an Act, Regulation or Bi-Law will be actioned by a Benalla Rural City Council Authorised Officer.			
All reporting and enforcement documents to be recorded and saved in SF/3863.			

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.

5.6 Aircraft parking control

(Part 139 MOS – 11.15(1))

5.6.1 Aircraft parking control personnel

(Part 139 MOS – 11.15(2) (g) (i) (ii))

Benalla 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.

5.6.2 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.

5.6.3 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.

5.6.4 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.

5.6.5 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.

5.6.6 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.

5.6.7 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.

5.6.8 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
- all vehicles not operating as tugs are driving around the perimeter of the apron
- vehicles are not parking for extended periods on the apron.

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

- Position / committee: Aerodrome Manager

5.6.9 Alternative separation distances and apron markings

a. 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.

b. Aircraft type designator markings

(Part 139 MOS – 8.49(3) (d))

The aerodrome does not have scheduled domestic or international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft type designator markings have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

c. Alignment lines

(Part 139 MOS – 8.65(5))

The aerodrome does not have scheduled domestic or international transport operations and apron congestion does not create a hazard to aircraft operations. An alignment line have not been established at the aerodrome: therefore, this subsections is NOT APPLICABLE.

d. Push-back operator guidance markings

(Part 139 MOS – 8.70(4))

The aerodrome does not have scheduled domestic or international transport operations and apron congestion does not create a hazard to aircraft operations. Push-back vehicle operator guidance markings have not been established at the aerodrome, this subsections is NOT APPLICABLE.

e. Passenger path markings

(Part 139 MOS – 8.76(2) (b))

The aerodrome does not have schedule domestic or international transport operations and no terminal building or designated parking areas are located at Benalla Airport. Passenger path markings have not been established at the aerodrome, this subsection is NOT APPLICABLE.

f. Miscellaneous area line markings

(Part 139 MOS – 8.77(2))

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

5.7 Aerodrome obstacle control

5.7.1 Obstacle control personnel

(Part 139 MOS – 11.06(2) (a)-(d))

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

Individual or position	Responsibilities
Airport Reporting Officer	Monitoring surfaces related to the OLS and terminal instrument flight procedures (PANS-OPS). Arranging an annual OLS inspection by a qualified Airport Survey specialist.
Aerodrome Manager	▪ Notifying CASA or the procedure designer when a proposed or actual infringement if the prescribed airspace is identified ▪ Implementing obstacle control within the aerodrome boundary ▪ Liaison and facilitation of obstacle control outside the aerodrome boundary

5.7.2 Monitoring take-off, approach and transitional surfaces

(Part 139 MOS – 11.06(1) (a) (l))

Benalla 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 Benalla Rural City Council records department.

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 inspection 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.

5.7.3 Proposed or actual infringements – OLS

(Part 139 MOS – 11.06(1) (d) (i))

a. 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.

Benalla Airport 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.

b. Actual OLS infringements

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

Benalla 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).

5.7.4 Height on infringements – OLS

(Part 139 MOS – 11.06(1) (c) (i))

There are no buildings, structures, plumes or other developments that infringe the aerodromes OLS; therefore, this subsection is NOT APPLICABLE.

a. 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.

5.7.5 Monitoring visual segment surfaces and critical obstacles

(Part 139 MOS – 11.06(1) (a) (ii))

Terminal instrument flight procedures have been established by Airservices Australia.

The data and drawings of the area around the aerodrome that show the designed approach paths, visual segment surface, circling areas, and the location of critical obstacles, have been provided by the procedure designer, are available at “SF/3703” Appendix 2.14

The aerodrome reporting officer will use this data and drawings to monitor the visual segment surface and the nominated critical obstacles that are visible from the aerodrome as part of the aerodrome serviceability inspection in accordance with section 3.2 of this manual.

5.7.6 Proposed or actual infringements – PANS-OPS

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

The Facilities Coordinator is to immediately inform the terminal instrument flight procedure designer as soon as:

- a proposed or actual infringement of the PANS-OPS is identified
- a change to the status of an existing critical obstacle is identified
- there is a proposed development that is higher than the critical obstacle
- a new object or structure has been detected that is higher than the critical obstacle.

The procedure designer's' contact details are as follows:

Name: *Airservices Australia*

E-mail: *ifp@airservicesaustralia.com*

Phone: *1300 301 120*

5.7.7 Height of infringements – PANS-OPS

(Part 139 MOS – 11.06(1) (c) (ii))

The aerodrome has published terminal instrument flight procedures. There are no buildings, structures, plumes and other developments that infringe the surfaces or areas associated with the published terminal instrument flight procedures (as defined in PANS-OPS); therefore, this subsection is NOT APPLICABLE.

5.7.8 Obstacle control within aerodrome boundary

(Part 139 MOS – 11.06(1) (e))

Benalla 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, Benalla **Airport** adopts controls appropriate to the recommendations provided by CASA.

5.7.9 Obstacle control outside aerodrome boundary

(Part 139 MOS – 11.06(1) (f))

Benalla 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.

5.7.10 Obstacle lights serviceability monitoring programme

(Part 139 MOS – 9.36(1) (3) (a))

There are no lit obstacles within the OLS area of the aerodrome; therefore, this subsection is NOT APPLICABLE. When temporary obstacles are required to be lit, they will be monitored in accordance with the MOS Part 139.

5.7.11 Obstacle light outage

(Part 139 MOS – 9.36(2) (3) (b))

There are no lit obstacles within the OLS area of the aerodrome; therefore, this subsection is NOT APPLICABLE. When temporary obstacles are required to be lit, they will be monitored in accordance with the MOS Part 139.

5.7.12 Charts published by the aerodrome operator

(Part 139 MOS – 11.06(1) (b))

a. 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.

b. Type B charts

(Part 139 MOS – 7.22)

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

c. Precision Approach Terrain Charts – ICAO

(Part 139 MOS – 7.23)

Precision Approach Terrain Charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

d. 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.

5.8 Protection of communication, navigation, surveillance and meteorological facilities

5.8.1 Controlling activities near CNS and MET facilities

(Part 139 MOS – 11.16(a); 19.02)

There are no CNS or MET facilities located on the aerodrome; therefore, this subsection is NOT APPLICABLE.

5.8.2 Supply and installation of warning signs

(Part 139 MOS – 11.16(b); 19.06(5))

There are no communications, navigation and surveillance (CNS) or meteorological (MET) facilities located on the aerodrome; therefore, this subsection is NOT APPLICABLE.

5.9 Aerodrome technical inspections / manual validations

5.9.1 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 manual validation and reporting process:

Individual or position	Responsibilities
Aerodrome Manager	▪ Managing the validation programme ▪ Planning the validations ▪ Receiving and considering validation reports
Airport Reporting Officer	▪ Reporting the validation results and follow-up action ▪ Taking follow-up action if defects or deficiencies have been identified

5.9.2 Inspection items and timeframes

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

Benalla 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 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.	This validation is completed annually.	The person engaged to conduct the validation is: ▪ Technically qualified or experience 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	This validation is completed annually.	The person engaged to conduct the validation is: ▪ Technically qualified or experience 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	This 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 currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents	This validation is completed annually.	The person engaged to conduct validation has sound knowledge and experience of the applicable civil aviation safety legislation.

Validation requirement	Frequency	Required qualifications and / or experience
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	This validation is completed annually.	The person engaged to conduct validation has sound knowledge and experience of the applicable civil aviation safety legislation.
A check of that personnel appointed as a works safety 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	This validation is completed annually.	The person engaged to conduct validation has sound knowledge and experience of the applicable civil aviation safety legislation.

5.9.3 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 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.

5.9.4 Scheduling inspections / manual validations and recording their results

(Part 139 MOS – 11.10(1) (c))

A calendar is maintained to schedule manual validations.

- Person(s) responsible for calendar: Facilities Coordinator
- Location of calendar: Benalla Rural City Council records department SF/3703 DOC20/66749

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.

5.9.5 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 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.

5.9.6 Post-inspection / validation corrective actions

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

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 Aerodrome Manager.

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

5.9.7 Providing CASA with inspection / validation reports

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

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.**

5.9.8 Maintaining records of technical inspections / manual validations

(Part 139 MOS – 12.08(9); 12.11(10))

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: Benalla Rural City Council records department SF/3703

5.10 Aerodrome works safety

(Part 139 MOS – 11.07)

Benalla Airport 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.

5.10.1 Works safety personnel

(Part 139 MOS – 11.07(1) (2); 13.01)

The following persons have specified responsibilities for works:

Individual / position	Responsibility
Facilities Coordinator	▪ Works planning ▪ Conducting works ▪ Arrangement and notifications.

The following is a list of personnel appointed to perform the functions of a Works Safety Officer (WSO):

Name	Position	Function
Greg Robertson	Aerodrome Manager	Works Safety Officer
Elise Wood	Facilities Coordinator	Works Safety Officer
David Lowe	Facilities Maintenance Officer	Works Safety Officer

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.

Benalla Airport 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 Facilities Coordinator. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all WSOs are:

- **Maintained by: Facilities Coordinator**
- **Stored securely at:** Benalla Rural City Council records department SF/3703 (doc20/42791)

5.10.2 Preparation of a method of working plan (MOWP)

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

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, Benalla Airport 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: **Aerodrome Manager.**

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

In the event Benalla Airport 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. SF/3703 (DOC20/66735)**

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 *SF/1785*

5.10.3 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 the Aerodrome Manager**.**

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 aerodromes@casa.gov.au

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

- Maintained by: Aerodrome Manager
- Stored securely at: Benalla Rural City Council records department SF/1785

The following person(s) is responsible for ensuring that all recipients receive the MOWP:

- Aerodrome Manager.

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.

5.10.4 Communications with ATC during aerodrome works

(Part 139 MOS – 11.07(1) (c))

WSOs that hold an Aeronautical Radio Operator Certificate (AROC) are authorised to transmit on an aeronautical radio frequency. WSOs without an AROC are only authorised to listen to the aeronautical radio frequency, but not transmit.

WSOs will at all times maintain a continuous radio listening watch.

In the event the runway is unserviceable and the WSO does not hold an AROC, unserviceability markings will be used so that a pilot can clearly identify that the runway is unserviceable.

During CTAF operations, WSOs have the contact number for the operations centre for air traffic service to communicate unexpected changes to the availability of the aerodrome.

5.10.5 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.

5.10.6 Notifications of TLW or emergency works

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.

5.10.7 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 the 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.

5.11 Wildlife hazard management

5.11.1 Wildlife hazard personnel

(Part 139 MOS – 11.08(2))

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

Individual / position	Responsibilities
Airport Reporting Officer	Monitoring wildlife hazards
Aerodrome Manager	Monitoring wildlife hazards

5.11.2 Training of personnel

a. Training for wildlife hazard monitoring and reporting

(Part 139 MOS – 17.07(1) (3))

At Benalla Airport, a**ll personnel tasked with wildlife hazard monitoring and reporting are trained, so that they can competently:**

- conduct wildlife observations and identify high-risk species
- assess wildlife populations and describe their behaviour
- record information
- collect any remains of a wildlife strike on the aerodrome
- attempt to facilitate the identification of

  - any wildlife involved in a strike event
  - any resulting damage to an aircraft
- report the outcomes of observations, monitoring and strike collection activities.

Re-currency training is completed every: Three years.

The training records of all personnel are kept for a minimum period of three (3) years and are:

- Maintained by: Aerodrome Manager
- Stored securely at: Benalla Rural City Council records department SF/4052

b. Training for wildlife hazard mitigation

(Part 139 MOS – 17.07(2) (a) (b) (3))

All personnel engaged in wildlife hazard mitigation are trained, so that they can competently:

- engage in active wildlife management without causing a hazard to aviation safety
- assess the effectiveness of any mitigation measures that are taken.

Re-currency training is completed every: As required by contractor's licence

5.11.3 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.

5.11.4 Wildlife hazard monitoring

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

Wildlife hazards at Benalla 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: Aerodrome Serviceability Checklist.

A Benalla Airport Wildlife strike report form is completed if an incident occurs, this form is stored securely at: Benalla Rural City Council records department SF/3863 (DOC20/53870).

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

- Wildlife strike register: Benalla Airport – Airport Reporting Officer training and reports - wildlife strike register (DOC20/42791)
- Stored securely at: Benalla Rural City Council records department SF/4052

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 Benalla Airport – Airport Reporting Officer Training and reports - wildlife strike register SF/4052 (DOC20/42791).

To detect changes in wildlife hazards, reported wildlife observations and the wildlife strike register are reviewed every month by: Airport Reporting Officer.

5.11.5 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 Benalla Airport – Procedures for Airport Reporting Officer.

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: Benalla Rural City Council records department SF/4052.

5.11.6 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.

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: Benalla Rural City Council records department Benalla Rural City Council records department SF/1785.

5.11.7 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.

5.11.8 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
Department of Environment, Land, Water and Planning (DELWP)	PO Box 500 EAST MELBOURNE VIC 8002
Department of Health and Human Services (DHHS)	GPO Box 1670n MELBOURNE VIC 3001
Department of Education and Early Childhood	PO Box 403 BENALLA VIC 3671
Winton Wetlands Committee of Management	PO Box 219 BENALLA VIC 3671
North East Regional Water Authority (NERWA)	PO Box 863 WODONGA VIC 3689
Vic Roads North East Region	PO Box 135 BENALLA VIC 3671
Goulburn Murray Water	PO Box 165 TATURA VIC 3616

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

Where existing land use presents a potential risk, site visits are conducted to discuss aviation safety concerns and possible mitigations to reduce those risks. Regular site visits are conducted to ensure mitigations are effective. A record of these sites and the frequency of review is recorded in the table below:

Site	Site inspections
Benalla Lake	Yearly
Winton Wetlands	Yearly

5.12 Low-visibility operations (LVO)

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

5.12.1 Low-visibility personnel

(Part 139 MOS – 11.17(1)(e)(i)(ii))

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

a. Runway visibility (RV) assessment personnel

(Part 139 MOS – 23.08)

No persons at Benalla **Airport** are authorised to conduct runway visibility assessments.

5.12.2 Vehicular traffic in low-visibility operations

(Part 139 MOS – 11.17(1) (b))

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

5.12.3 CNS facilities in low-visibility operations

(Part 139 MOS – 11.17(1) (c))

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

5.12.4 Manoeuvring area inspections in low-visibility operations

(Part 139 MOS – 11.17(1) (d))

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

5.12.5 Measuring runway visibility

(Part 139 MOS – 11.17(1) (a); 23.09(c) (iii) (IV))

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

5.12.6 Communicating visibility measurements to ATC or pilots

(Part 139 MOS – 11.17(1) (a))

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

5.12.7 Transmissometers

(Part 139 MOS – 11.17(2))

Transmissometers are not installed at Benalla Airport; therefore, this is NOT APPLICABLE.

5.12.8 Low-visibility procedures (LVP)

(Part 139 MOS – Chapter 23)

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

a. Specific circumstances for LVP

(Part 139 MOS – 23.02(c) (i))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

b. Nominated rate of aerodrome movements

(Part 139 MOS – 23.02(c) (ii))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

c. LVP-related training and authorisation for airside drivers

(Part 139 MOS – 23.02(c) (iii))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

d. Control of airside operations

(Part 139 MOS – 23.02(c) (IV))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

e. Withdrawal of non-essential vehicles and personnel

(Part 139 MOS – 23.02(c) (v))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

f. Suspension of visual and non-visual aid maintenance

(Part 139 MOS – 23.02(c) (vi))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

g. Securing airside access and preventing entry

(Part 139 MOS – 23.02(c) (vii))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

h. Alerting of LVP

(Part 139 MOS – 23.02(c) (viii))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

i. Coordinating LVP activities with ATC

(Part 139 MOS – 23.02(c) (ix))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

j. Physical checks of lighting and warning devices

(Part 139 MOS – 23.02(c) (x))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

k. Protection of areas to ILS

(Part 139 MOS – 23.02(c) (xi))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

l. Emergency responses during LVP

(Part 139 MOS – 23.02(c) (xii))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

m. LVP status

(Part 139 MOS – 23.02(c) (xiii))

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

n. Review of low-visibility procedures

(Part 139 MOS – 23.04)

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

5.13 Disabled aircraft removal

5.13.1 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
Greg Robertson	Aerodrome Manager	03 5760 2600	03 5760 2600

5.13.2 removal – aerodrome operator and 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.

Benalla 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, Benalla **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, **Benalla 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 Airport Reporting Officer**.**

5.13.3 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 Benalla **Airport,** details are to be obtained from the pilot, if possible, or if available, from the CASA website via:
https://www.casa.gov.au/aircraft/civil-aircraft-register

5.13.4 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, Benalla **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 Benalla **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 Benalla **Airport**, this notification is expected to occur on the general area frequency should VHF be available on the ground. Once a representative from Benalla **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.

5.13.5 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 Benalla A**irport**, the aircraft operator is required to indemnify Benalla **Airport** from any adverse consequence resulting from any activities during the recovery process.

Benalla 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.

5.14 Aerodrome safety management

5.14.1 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.

5.14.2 Risk management plan

(Part 139 MOS – 11.09(2); Chapter 26)

2.2.6. 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.

6. Aerodrome Emergency Response

6.1 Emergency response personnel

(Part 139 MOS – 11.12(2) (a)-(e))

Individual / position	Responsibilities
Aerodrome Manager	▪ Maintaining aerodrome emergency response procedures. ▪ Notifying procedures to initiate an emergency response.
Facilities Coordinator	Initiating emergency response actions by aerodrome personnel.
Airport Reporting Officer	Returning the aerodrome to operational status after an emergency.
Emergency Management Coordinator	Monitoring the function of the aerodrome response plan in local emergency planning arrangements.

6.2 Aerodrome emergency response

(Part 139 MOS – 11.12; Chapter 24)

6.2.1 Aerodrome emergency plan (AEP)

(Part 139 MOS – Chapter 24)

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

6.2.2 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 appendix.

These emergency response arrangements are:

- Maintained by: Aerodrome Manager
- Available at: Benalla Rural City Council

6.3 Aerodrome emergency procedures

6.3.1 Aerodrome emergency committee

(Part 139 MOS – 11.12(1) (a) (i))

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

6.3.2 Emergency services organisations

(Part 139 MOS – 11.12(1) (a) (ii))

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

Emergency service organisation	Role description
Victoria Police	Upon arrival, assume overall control and coordinate the agency's responding to the emergency and represent the Coroner.
Country Fire Brigade	Take charge of the firefighting operations and assist command post as required.
Ambulance Victoria	Treat casualties as required, provide first aid and assist command post as required.
Benalla Health	Prepare to receive and treat casualties as they arrive.
State Emergency Service	Assist with rescue operations and assist command post as required.

6.3.3 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:

Any person on observing or being notified of an aircraft crash or an expected abnormal landing shall immediately render assistance and advise the Police.

The police shall co-ordinate the response.

On receiving advice of an aircraft crash or crash alert, obtain the following details:

- Location of aircraft
- Number of persons on board
- Aircraft type
- Aircraft registration
- Aircraft company.

1) Contact the Ambulance, Hospital, Fire Brigade State Emergency Service and the Council.
2) Dispatch officers to the scene of the emergency, on arrival, and if applicable, when the aircraft has stopped, isolate the site. Once the fire fighting units are in position, set up a co-ordination point, activate flashing blue lights to establish the visual and physical position of the command post.
3) Except for fire fighting and rescue, take charge of all operations. Be the co-ordinator solely responsible for actions at the crash scene, admitting only essential fire fighting and rescue personnel, equipment, and the ambulance.
4) 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.

5) Isolate in case of fire, the crash scene until declared safe by the Fire Brigade. When the scene is safe, restrict entry only too essential persons and equipment. Generally control, supervise and ensure free movement of emergency service vehicles to enter, and assemble to provide appropriate support in the emergency area.
6) Notify the Air Traffic Services Centre (ATSC) Melbourne and:
   - Provide all available information, concerning the accident for forwarding to ATSB; and
   - If aircraft details are not known, seek ATS assistance in determining which aircraft is likely to be involved and the number of people on board.
7) If the crash is on or near the aerodrome notify the Council:
   - Aerodrome Manager, and if unavailable; the
   - ARO, the ARO will notify the ATSC too wholly or partially close the aerodrome.
8) If a passenger aircraft is involved notify the airline or their agent, and seek details such as aircraft type and the number of persons on board.
9) 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.
10) Remain at the assembly area; control spectator and media access to an area away from the scene of the crash. Issue press and media releases.
11) 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 exact location of victims marked, and a photographic record made of the scene, before any wreckage is disturbed.
12) Control the media.

6.3.4 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: Benalla Rural City Council records department and Airport Report Office.

6.3.5 ctivation, control and coordinator of emergency responders

(Part 139 MOS – 11.12(1) (a) (v))

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

6.3.6 Aerodrome emergency facilities

(Part 139 MOS – 11.12(1) (a) (vi))

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

6.3.7 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 only access to the Benalla Airport is via the locked gates located at the apron area. Any emergency vehicle or personnel requiring access into airport must key into the keypad, located at gate, the following four digit number (followed by the hash) **3782#**. An Emergency Crash gate is located to the south of the locked gates if required.

Management of the assembly area will be controlled by Victoria Police with assistance from Benalla Rural City Council.

6.3.8 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:

The best understanding of the local stand by event is achieved through taking part in the planning process and to observe the most workable procedures. The Council seeks the maximum involvement of responding agencies in the Municipal Emergency Management Plan by their endorsement of the procedures so developed.

6.3.9 Initial response to 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:

The police, ambulance, fire brigade, hospital, emergency service, and ATSB, are all part of the initial response. All organisations will be contacted immediately as per requirements of the Municipal Emergency Management Plan.

6.4 Readiness of emergency facilities, access points and 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:

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

All Benalla Airport access points and assembly areas are reviewed twice weekly as part of the Airport Reporting Officers duties.

All emergency equipment located at the Benalla Airport is tested in accordance with Australian Standards.

6.5 Emergency responder preparedness

(Part 139 MOS – 11.12(1) (c))

6.5.1 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.

6.5.2 Emergency response training

(Part 139 MOS – 11.12(1) (c) (ii))

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

6.5.3 Emergency exercises

(Part 139 MOS – 11.12(1) (c) (iii))

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

6.6 Post-emergency return to normal operations

(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.

Where the emergency is confined, operations are only able to resume under restricted conditions. Benalla Rural City Council ensures all hazards are identified and appropriately assessed prior to the commencement of restricted operations. In completing this assessment and to ensure the ongoing integrity of CNS and MET equipment, communication navigation and surveillance systems specialists are consulted by: Aerodrome Manager.

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.

6.7 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.

6.8 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: Emergency Management Coordinator
- Stored securely at: Benalla Rural City Council records department SF/704

7 Aerodrome Lease of Land for Hay Production

7.1 Benalla Airport Cropping Lease

7.1.1 Introduction

Any works carried out within the movement area of an active runway are a source of potential hazard to aviation safety. While ideally, aerodromes should be closed to aircraft operations when aerodrome hay production works are carried out: this is often not practicable. Aerodrome hay production works may be carried out without closure of the aerodrome provided safety precautions are adhered to.

7.1.2 Site inductions for hay production staff

All person who lease, or contract to the lease, or conduct any associated works need to be inducted and trained by ARO before commencing Hay production works at Benalla Airport. Works need to be planned and executed in accordance with standard procedures to ensure that all the parties that may be affected by the works (airlines, air traffic services, works organisations etc.) are given adequate detail and notice of the works, so that all the affected individuals and organisations know what to expect and how to respond to changing environment during the hay production period.

7.1.3 Hay production obstacle limitations

All person who lease, or contract to the lease, or conduct any associated works are familiar with the Obstacle limitations slopes Appendix 1.2.

7.1.4 Maintaining records

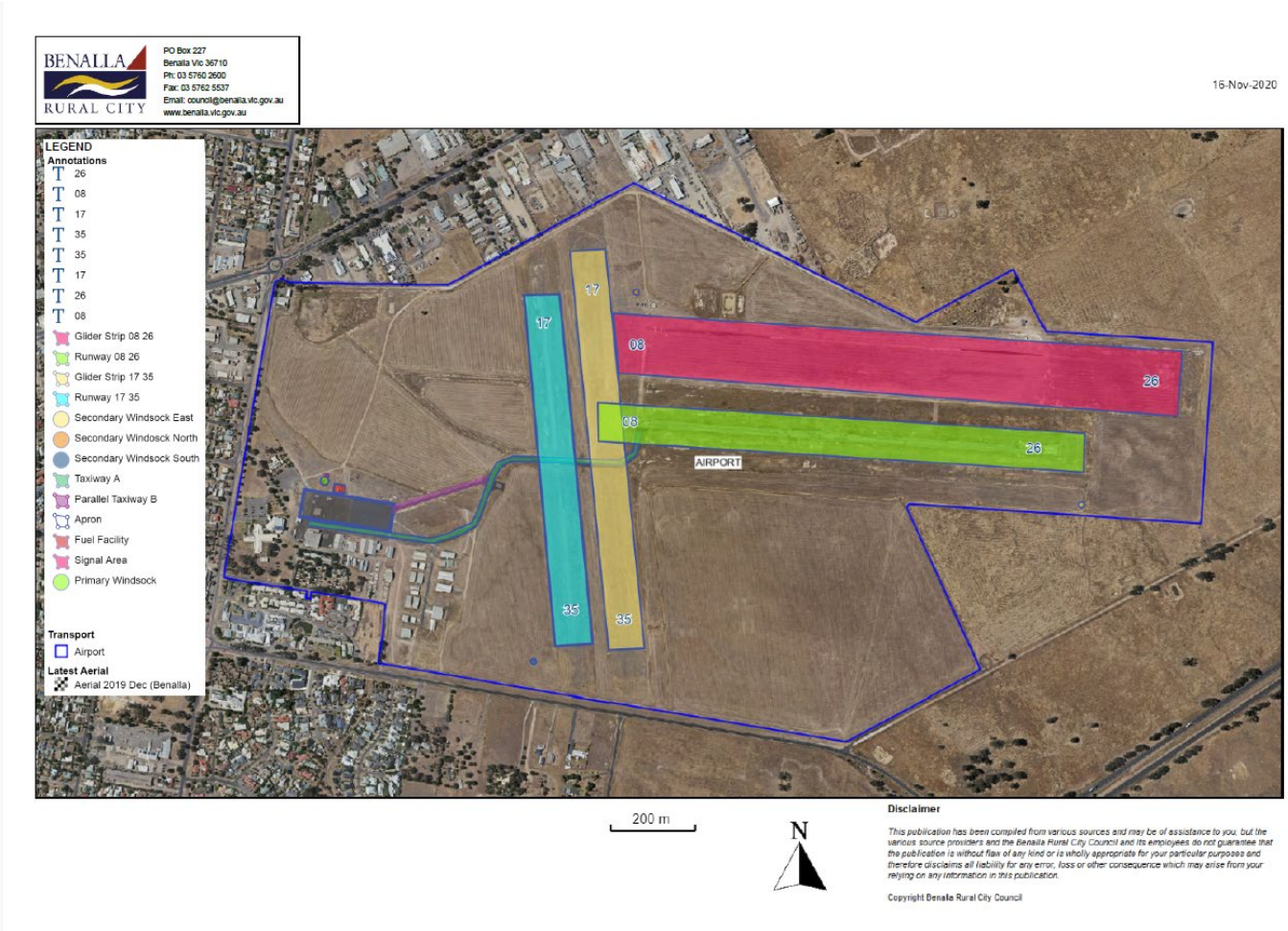
Records associated with Benalla Airport lease of land for hay production are retained for **a period of at least three (3) years from the date the record was completed.**

- Maintained by: Parks Coordinator
- Stored securely at: Benalla Rural City Council records department CM16.037
- Appendix 1.3

1. Appendix

A1.1 Benalla Aerodrome

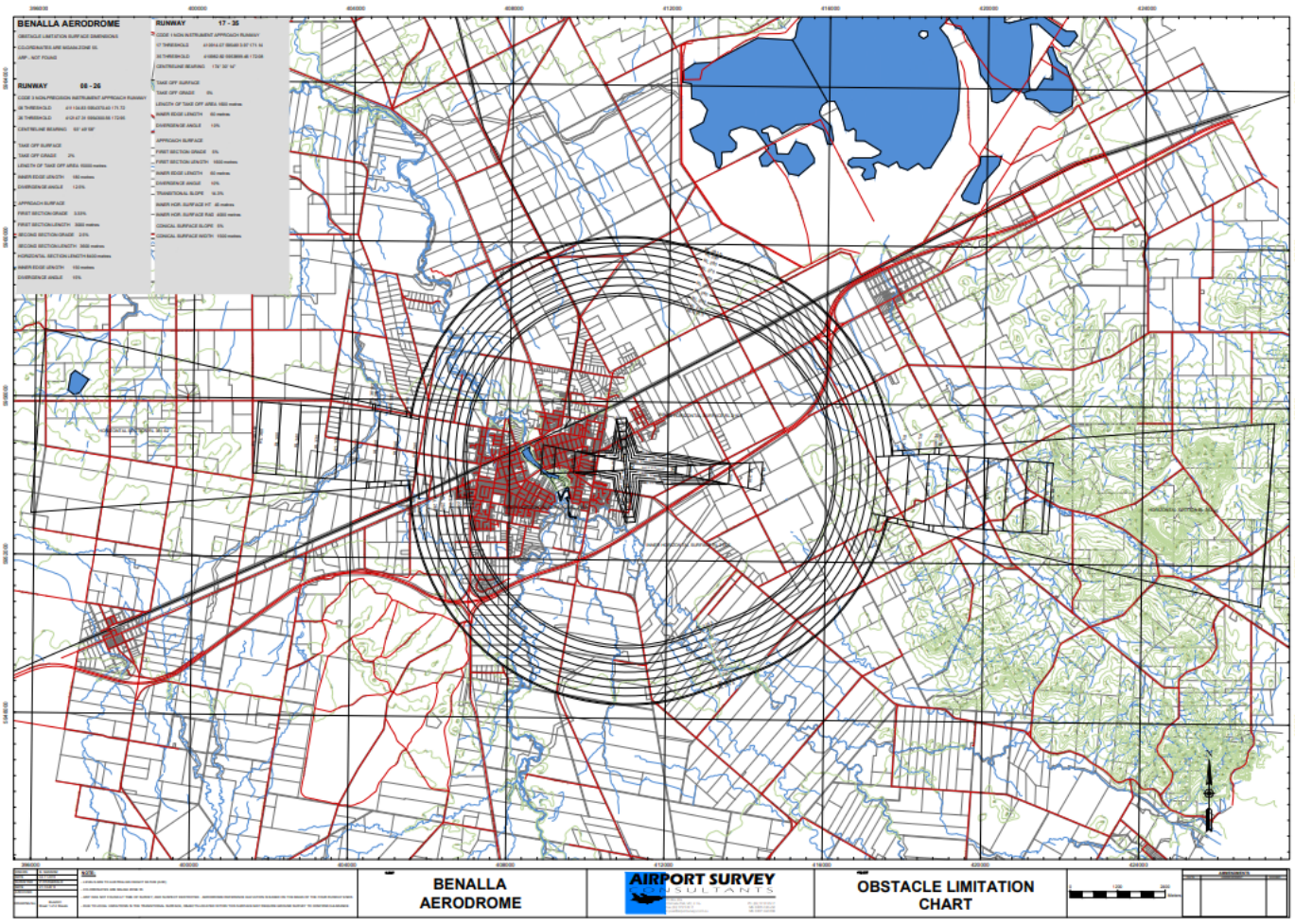
Records Management: DOC20/81196



A1.2 Benalla Aerodrome Obstacle Limitation Surfaces

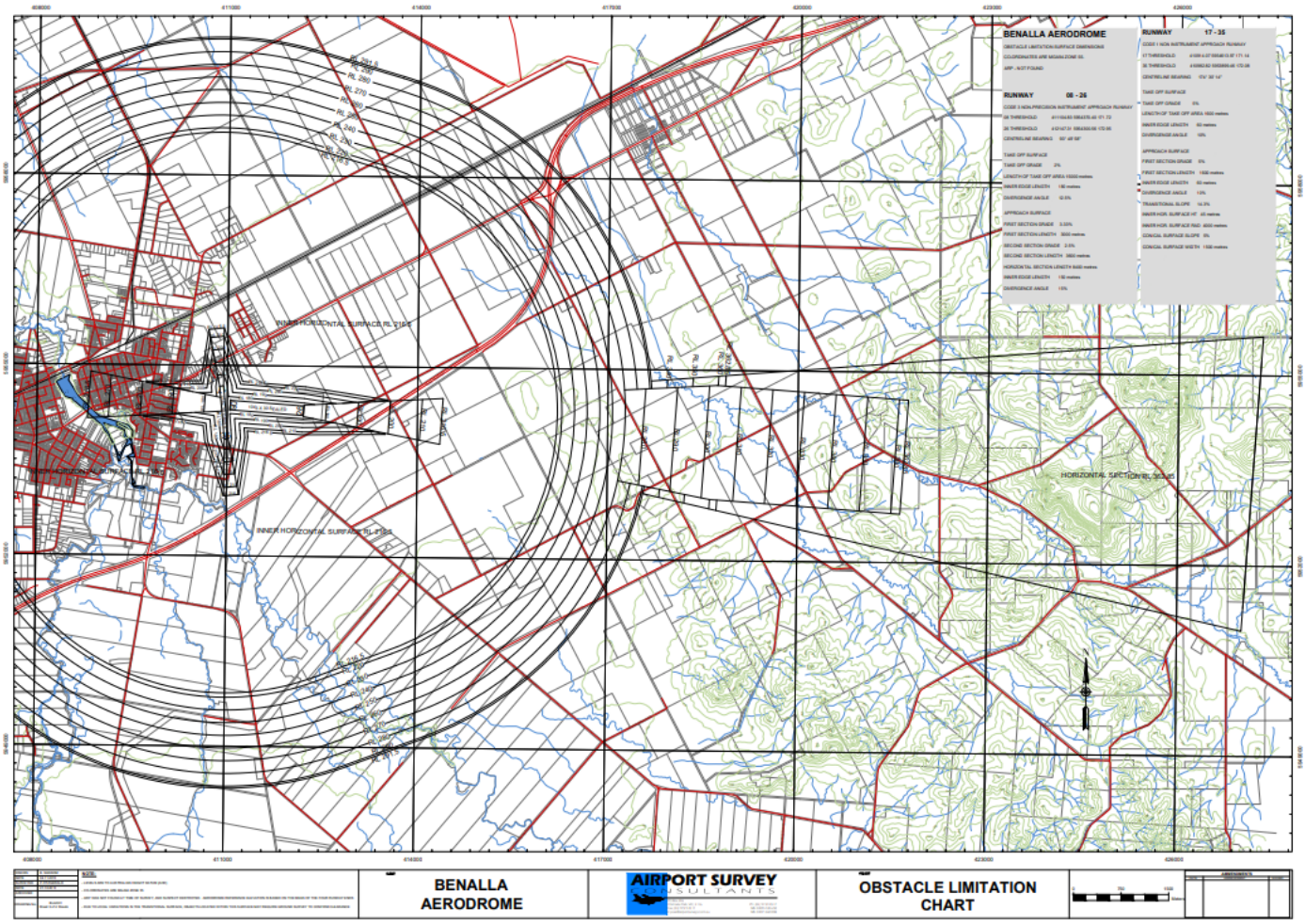
A1.2.1 Obstacle limitation surfaces chart overall

Records Management: DOC20/58163



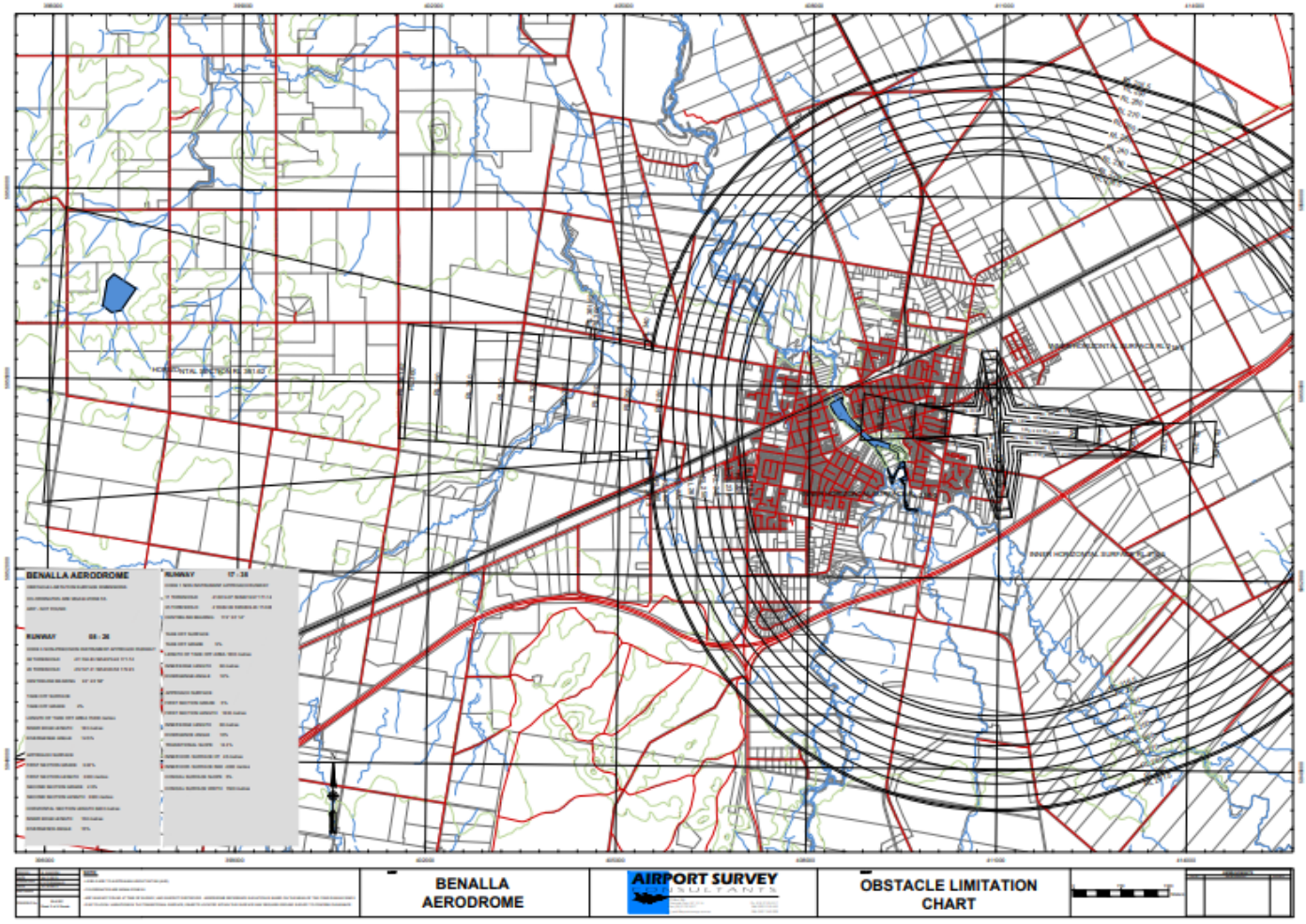
A1.2.2 Obstacle limitation surfaces chart east

Records Management: DOC20/58166



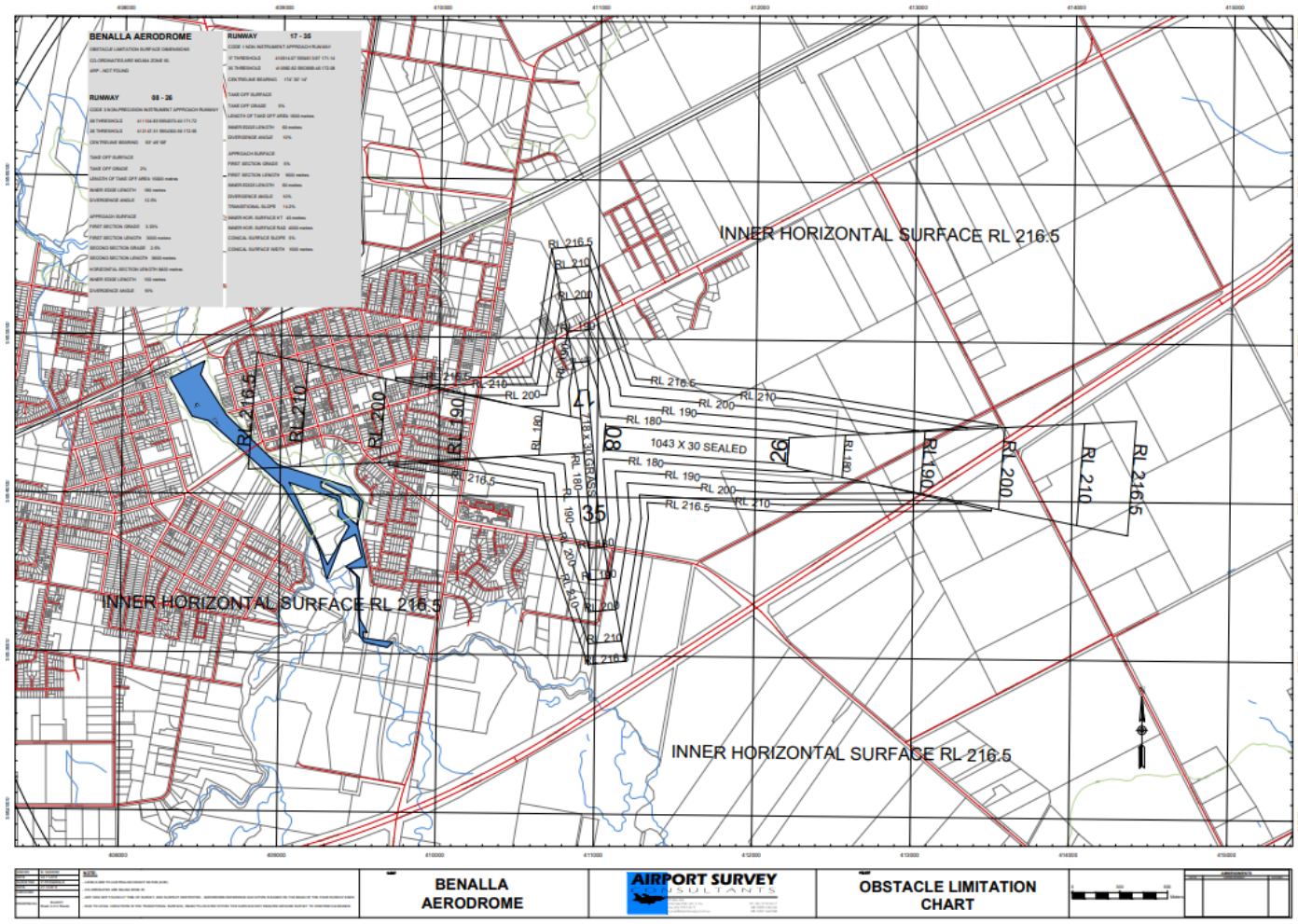
A1.2.3 Obstacle limitation surfaces chart west

Records Management: DOC20/58164



A1.2.4 Obstacle limitation surfaces chart inner horizontal surfaces

Records Management: DOC20/58167



A1.3 Benalla Aerodrome Plan Cropping Lease Areas

Records Management: DOC20/58198 and DOC20/58199

A1.4 Aerodrome Serviceability Inspection Checklist (DOC19/29344)

A vehicle with an amber rotating beacon light on top is used when conducting the aerodrome serviceability inspection on the movement area. The ARO, as much as possible, will work towards the direction of aircraft approach during inspections, to facilitate visual contact with aircraft.

BENALLA AERODROME - REPORTING OFFICER'S LOGBOOK

Name of Reporting Officer .....

Date ..... Time .....

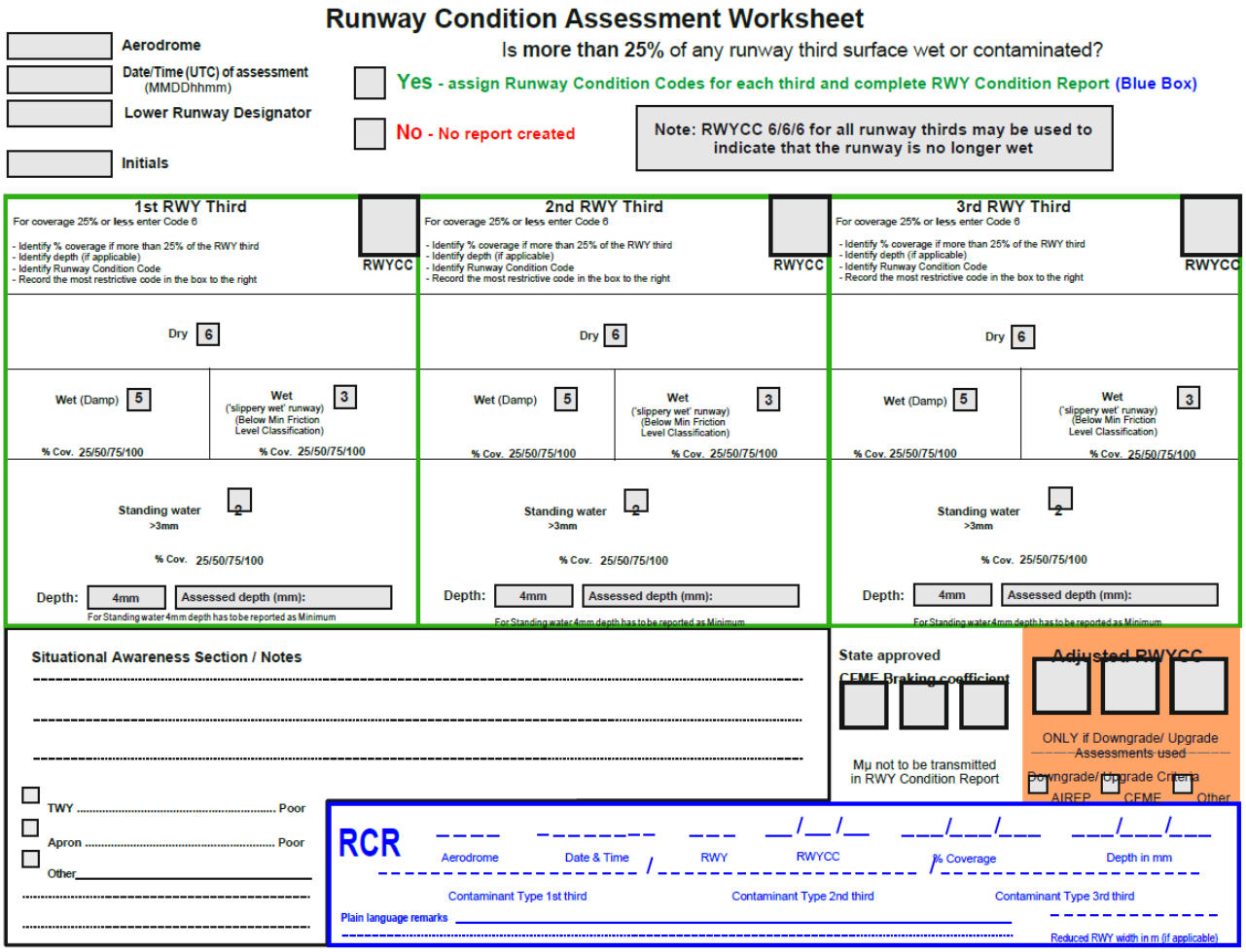
	PASS	ATTENTION
RUNWAY		
Debris	☐	☐
Markings and markers	☐	☐
Pavement condition	☐	☐
RUNWAY STRIP		
Undue roughness	☐	☐
Obstructions	☐	☐
Grass height (obscuring gables & lights)	☐	☐
Gable markers	☐	☐
TAXIWAY/TAXIWAY STRIP		
Debris	☐	☐
Pavement Condition	☐	☐
Shoulder erosion	☐	☐
Markings and markers	☐	☐
APRON		

	PASS	ATTENTION
FENCING		
Security, indications of unauthorized entry	☐	☐
Signs (unauthorized entry displayed)	☐	☐
Gates Locked	☐	☐
Emergency gate unobstructed	☐	☐
WIND INDICATORS		
Condition, swinging freely	☐	☐
Lighting (IWI total 8)	☐	☐
Spare Windsock available	☐	☐
DRAINAGE		
Silting or vegetation in open drains	☐	☐
Water ponding	☐	☐
Blockages	☐	☐

Debris	☐	☐	**HAZARDS**		
			Birds	☐	☐
Petrol or oil spillage's	☐	☐	Refueling operations	☐	☐
Pavement deterioration	☐	☐			
			OBSTACLE LIMITATIONS SURFACE		
Markings and markers	☐	☐			
			Approach surfaces clear	☐	☐
LIGHTS					***Testing not***
required at this inspection	☐		Transitional surfaces clear	☐	☐
Lights PAL test frequency 123.4	☐	☐			
Durat. 30 min.= 20 min. + 10 flash.	☐	☐	**ENTRANCE ROAD**		
			Road surface condition	☐	☐
Lights **Runway** 20 edge 12 end	☐	☐			
(85% of lights must be operational)					
Lights **Taxiway** total 36	☐	☐	**NOTAMS**	**Yes**	**No**
(85 % of lights must be operational)			Until published	☐	☐
Lights **Runway holding** total 3	☐	☐	Current	☐	☐
(85 % of lights must be operational)					

Detailed comments: ……..

A1.5 Runway Condition Assessment Worksheet



Runway Condition Assessment Worksheet

Aerodrome

Date/Time (UTC) of assessment (MMDDhhmm)

Lower Runway Designator

Initials

Is more than 25% of any runway third surface wet or contaminated?

Yes - assign Runway Condition Codes for each third and complete RWY Condition Report (Blue Box)

No - No report created

Note: RWYCC 6/6/6 for all runway thirds may be used to indicate that the runway is no longer wet

1st RWY Third	2nd RWY Third	3rd RWY Third
For coverage 25% or less enter Code 6 - Identify % coverage if more than 25% of the RWY third - Identify depth (if applicable) - Identify Runway Condition Code - Record the most restrictive code in the box to the right	For coverage 25% or less enter Code 6 - Identify % coverage if more than 25% of the RWY third - Identify depth (if applicable) - Identify Runway Condition Code - Record the most restrictive code in the box to the right	For coverage 25% or less enter Code 6 - Identify % coverage if more than 25% of the RWY third - Identify depth (if applicable) - Identify Runway Condition Code - Record the most restrictive code in the box to the right
RWYCC	RWYCC	RWYCC
Dry 6	Dry 6	Dry 6
Wet (Damp) 5	Wet (Damp) 5	Wet (Damp) 5
% Cov. 25/50/75/100	% Cov. 25/50/75/100	% Cov. 25/50/75/100
Wet ('slippery wet' runway) (Below Min Friction Level Classification) 3	Wet ('slippery wet' runway) (Below Min Friction Level Classification) 3	Wet ('slippery wet' runway) (Below Min Friction Level Classification) 3
% Cov. 25/50/75/100	% Cov. 25/50/75/100	% Cov. 25/50/75/100
Standing water >3mm 2	Standing water >3mm 2	Standing water >3mm 2
% Cov. 25/50/75/100	% Cov. 25/50/75/100	% Cov. 25/50/75/100
Depth: 4mm Assessed depth (mm):	Depth: 4mm Assessed depth (mm):	Depth: 4mm Assessed depth (mm):
For Standing water 4mm depth has to be reported as Minimum	For Standing water 4mm depth has to be reported as Minimum	For Standing water 4mm depth has to be reported as Minimum

Situational Awareness Section / Notes

State approved CFME Braking coefficient

Mu not to be transmitted in RWY Condition Report

Adjusted RWYCC

ONLY if Downgrade/ Upgrade Assessments used

Downgrade/ Upgrade Criteria: AIREP CFME Other

TWY ..... Poor

Apron ..... Poor

Other

RCR ____ ____ ___ __/__/__ ___/___/___ ___/___/___

Aerodrome / Date & Time / RWY / RWYCC / % Coverage / Depth in mm

Contaminant Type 1st third / Contaminant Type 2nd third / Contaminant Type 3rd third

Plain language remarks

Reduced RWY width in m (if applicable)

A1.6 Aerodrome Serviceability Inspection Procedures (DOC19/10294)

1. Collect aerodrome serviceability inspection sheet, radio, high visibility vest and flashing beacon light from the office at the Airport Reporting Shed compound if required.

2. Check previous inspection sheet or latest email from other reporting officers to familiarize yourself with any current NOTAMS and the expiry date.

3. Before entering airside, apply magnetic beacon to car, turn on flashing beacon, turn on radio ensuring it is on Benalla Frequency CTAF 125.6

- All Airport Reporting Officers (ARO) with a Flight Radio Operators License (FROL) must broadcast their intention that they are conducting an inspection, entering and departing runways. ARO without FROL must carry a radio on themselves at all times when conducting inspections to monitor local traffic intentions.

Typical Vehicle Phases at Non-Towered Aerodromes

- Before commencing runway inspections make radio transmissions before crossing runway holding position strips.

Benalla Traffic Car 1 conducting inspections Benalla	Benalla Traffic Car 1 entering runway “08 26” / “17 35” for inspections Benalla	Benalla Traffic Car 1 vacating runway “08 26” / “17 35” Benalla
Benalla traffic Car 1 and company entering runway 17 35 for works on 10 minute recall Benalla.	Benalla Traffic Car 1 entering glider strip “08 26” / ”17 35” for inspections Benalla	Benalla Traffic Car 1 vacating glider strip “08 26” / “17 35” Benalla
If you do not understand a call sign or message Station calling Benalla Traffic Car 1 did not copy your message say again Benalla traffic		

4. If conducting tests on runway / taxiway lights change the radio frequency to CTAF 123.4 and depress transmitting button three times to activate runway / taxiway and primary windsock lights. Remember to change frequency back to CTAF 125.6 before continuing with inspections.

5. Inspection vehicles must stop on holding points, visually look left and right for aircraft and listen on radio for approaching aircraft, if no aircraft then proceed.

6. Conduct inspection as per Aerodrome Serviceability Inspection Checklist refer Part 139 (Aerodromes) Manual of Standards 2019. See attachment below for more detailed information on what to look for.
Mark any hazardous condition occurring at the aerodrome (e.g. unserviceable areas).
Report the hazard by the quickest means possible to the NOTAM office and Aerodrome Operator.
Repair the hazard.
Cancel the NOTAM and remove marker/marking, including signage area.

7. If the reporting officer has any doubts on what they should do, then they should do the most conservative action (safest option) and seek advice/help if required.
When in doubt, err on the side of safety.

8. Upon return turn off radio and plug into charger.

9. Complete the aerodrome serviceability inspection checklist and in the "Comments" section at the bottom of the page note any changes you may have made, e.g. installed unserviceable cones or NOTAMS.

10. Council ARO or Aerodrome Manger to review Aerodrome serviceability inspection checklist on inspection days and action comments. All maintenance work and NOTAM requests to be filed under SF/1785. Customer Request Maintenance System to be used to log all required works and monitored by Council ARO or Aerodrome Manager.

Note: A minimum of two inspections should be done each week if you unable to complete your inspection please contact Elise Wood. Only one inspection per week is required to have the lights tested and documented.

12.03 Serviceability inspection requirements

Foreign objects

(1) Any significant object found in the course of a serviceability inspection must be reported immediately to ATC, where applicable.
(2) ***Significant object*** means any object that could reasonably be expected to have an adverse effect on the safety of an aircraft.

Note 1 Significant objects would include, for example, any aircraft parts which may have fallen from an aircraft, or the remains of wildlife which may have been struck by an aircraft.

Note 2 Reports to the Australian Transport Safety Bureau may also be required in accordance with the *Transport Safety Investigation Regulations 2003*.

Surface conditions of the movement area

(3) The serviceability inspection must check for the presence of any of the following on the movement area:
(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 surface friction;

(e) surface damage caused by the spillage of corrosive fluids;
(f) subsurface leaks or pressure, including broken water mains or inadequate or defective drainage;
(g) scour or erosion ditches;
(h) termite mounds, sink holes or other ground obstacles 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 rapidly develop into a hazard for aircraft.

Note 1 Any signs of pavement distress or surface irregularities may require maintenance or verification that adequate surface friction and/or texture is present. See also Chapter 18 of this MOS.

Note 2 The movement area also includes any corresponding strips for runways and taxiways

Aerodrome markings, lightings, wind direction indicators and ground signals

(4) The serviceability inspection must check for the following on, or for use on, the movement area:

(a) loss of visibility of 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 footings and other aerodrome installations;

(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;

(l) the correct operation of the broadcast aerodrome weather station, if installed.

Cleanliness of the movement area

(5) The serviceability inspection must check for the following on the movement area:

(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.

Obstacles infringing the take-off, approach, transitional and PANS-OPS surfaces

(6) The serviceability inspection must check for any infringements of, or obstructions present in, any of the following surfaces that are visible from the aerodrome:

(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.

Wildlife on, or in the vicinity of, the movement area

(7) The serviceability inspection must include the following:

(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

(f) counting the number of wildlife detected.

Empirical assessment of the bearing strength of unrated runway pavements and runway strips
(8) The serviceability inspection must include empirical assessment of the bearing strength of a runway or a runway strip only if:

(a) an unsealed runway is unrated; or
(b) any part of the runway strip is available for aircraft operations.

Note Although discretion, judgement and local knowledge always form part of empirical assessment of bearing capacity, CASA recommends that appropriate test procedures should be in place for the practical guidance of persons making the assessment.

Aerodrome fencing and signage

(9) The serviceability inspection must check for damaged fences, unsecured gates, and signs of attempted entry onto the manoeuvring area by either land-based wildlife or unauthorised persons.
Aerodrome frequency response unit
(10) The serviceability inspection must check that an aerodrome frequency response unit (if any) is functioning correctly.

Currency of NOTAMs
(11) The serviceability inspection must check on the accuracy and currency of all active NOTAMs requested by the aerodrome.

Inspection records

(12) The aerodrome operator must maintain, for at least 2 years after their creation, aerodrome serviceability inspection records that include:

(a) the date and time of completion of each serviceability inspection; and

(b) the results of each inspection; and

(c) a description of any action taken.

12.04 What to report

(1) Aerodrome operators must report the following reportable occurrences to the NOTAM Office:

(a) any change (whether temporary or permanent) in the published runway information, including changes to information contained in current permanent NOTAMs or in the AIP made in accordance with Part 175 of CASR;

(b) aerodrome works affecting the manoeuvring area or the obstacle limitation surfaces, including time-limited works that require more than 10 minutes to restore normal safety standards;

(c) outage or unserviceability of aerodrome lighting or obstacle lighting, unless the outage or unserviceability is fixed immediately;

(d) temporary obstacles to aircraft operations, unless the temporary obstacle is removed immediately;

(e) 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;

(f) any change within the take-off climb area mentioned in subsection 5.12 (8) 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 is dealt with immediately;

(g) the emergence of new obstacles, unless the new obstacle is removed immediately;

(h) that a radio navigation aid or landing aid owned by the aerodrome operator is unserviceable or has returned to service;

(i) any other event which affects the safety of aircraft using the aerodrome, unless the event is ceased immediately.

(2) A reportable occurrence must be reported:

(a) as soon as possible after it is observed; and

(b) with as much detail as is available; and

(c) if necessary to enable further NOTAMs to be issued — supplemented with subsequent additional detail as it becomes available.

(3) If applicable, ATC must be advised of any unserviceability identified by a serviceability inspection which requires the issue of a NOTAM.

(4) An aerodrome operator must provide as much notice as possible through a NOTAM of any aerodrome works that affect airline schedules.

Guidelines for Runway Grass Lengths taken from MOS 139

For Table 6.09 (7), a surface characteristic mentioned in a row of column 1 must meet the standard for the characteristic mentioned in the same row in column 2 for runways, and column 3 for runway strips.

Surface	Runway	Runway strip
Maximum height of grass	150mm	300mm
Maximum size of isolated, loose stones on natural or constructed gravel surfaces	25mm	50mm
Maximum size of surface cracks (traverse)	40mm	75mm
Maximum size of surface cracks (longitudinal)	25mm	75mm

A1.7 Benalla Airport Lighting and Equipment Inventory Checklist (DOC20/53866)

RUNWAY 08R/26L

Runway Edge	20x	Elevated Fittings	Clear Lens
Runway Threshold red/green	8x	Elevated Fittings	Green/red Lens
Runway Threshold Green	4x	Elevated Fittings	Green Lens
Taxiway	38x	Flush Mounted Fittings	Blue Lens
Taxiway Holding Point	3x	Flush Mounted Fittings	Yellow Lens
Isolating Transformer	20x	Y9/1522 – (R/W)	
	12x	Y9/1523 threshold	
	41x	Y9/1859 (taxiway)	

Obstruction lights on primary illuminated wind indicator and PAL tower.

BENALLA AIRPORT LIGHTING SPARES HOLDING LIST

ITEM	**INDENT**	**MIN NO**
TAXIWAY:		
Lamps	J1/74	10
Lampholders	V7/1501	10
Clear Lens Cover	V7/186	3
Lens Gasket	V7/183	3
Filter - Lens	V7/173	3
08R/26L RUNWAY		
Lamps (25W) – edge lights	V1/2H	6
Lamps (48W) – threshold lights	V1/300	10
Lens - green	PALGREENLENS	2
Lens – red/green	PALRGLENMOS	2
Plastic body complete with clear lens, green lens or red/green lens		2 or each type
Gasket and nut	PALG6.35RGMOS	3
	PALG6.35GREEN	3

ILLUMINATED WINDSOCK

Lamps 120Watt	V1/393	8
Gables – Orange / White		5 of each colour
Cones Large Yellow. Red/White, White		10 or each colour
Small cones – White		10
Drain Lids (Concrete)		15
Large pegs for gables & cones		30
Windsock Primary (white)		1
Windsock Secondary (yellow)		1

Airport Lighting Specialist can supply spares

Comments:_____
_____
_____
_____
_____

Airport Reporting Officer: _____ Date: …..... / …..… / 20……

A1.8 Benalla Airport Lighting and Electrical Reticulation Inspection (DOC20/80927)

Inspection Stage	Items Inspected	Comments
Visual aids on the movement area	▪ Glass ware and reflectors - examine and clean especially during lamp replacement; ▪ Terminations and wiring - observe condition; ▪ Control equipment - inspect and test; and ▪ General - check condition of fittings, paintwork etc.	
Apron Floodlighting, including illumination of the apron and parking position	▪ Glass ware and reflectors - examine and clean especially during lamp replacement; ▪ Terminations and wiring - observe condition; ▪ Control equipment - inspect and test; and ▪ General - check condition of fittings, paintwork etc.	
Illuminated wind direction indicators	▪ Fittings - inspect lamp holder at lamp replacement; ▪ Insulation - measure insulation resistance of fittings and cable; ▪ Terminations and wiring - observe condition; and ▪ General - check condition of windsock bearings, paintwork etc.	
Pilot activated light system	▪ Location ▪ PAL frequency ▪ PAL activates normally ▪ Cycle Time ▪ TMTOL Time ▪ Operates after main failures ▪ Turn the runway light switch to test ▪ Press the insulation test switch on, record the test result, is it acceptable	

Inspection Stage	Items Inspected	Comments
	▪ If the insulation test is in yellow or red detail maintenance action taken	
Obstacle lights and beacons maintained by the aerodrome operator		
Any earthing points on the apron (if applicable)		
Switchboard and Selector Panel	▪ Contactors – observe operation inspect for signs of burning and pitting ▪ Relays – check operation ▪ Indicators – check operation ▪ Termination and wring – observe condition ▪ Earthing – test main and equipment earthing ▪ Fuses – check condition and amperage ▪ Instruments – check operation and zero settings	
Underground Cables	▪ Insulation – measure insulation of circuits ▪ Terminations and wiring – observe conditions	

Comments:

.....

.....

.....

.....

.....

Electrical Contractor: _____ Date: …..... / …….. / ……..

A1.9 Benalla Airport Monitoring and Enforcement Traffic (DOC20/65186)

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Separation			
Are separate entries and exits provided for vehicles and pedestrians?			
Do the entries and exits protect pedestrians from being struck by vehicles?			
Does the layout of the airport effectively separate pedestrians, vehicles and aircraft?			
Are vehicle entry points sufficient to meet the demands of the airport?			
Vehicle routes			
Are the roads within the airport suitable for the types and volumes of traffic?			
Are traffic directions clearly marked and visible?			
Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them?			
Do vehicle routes have firm and even surfaces?			
Are vehicle routes kept clear from obstructions and other hazards?			
Are vehicle routes well maintained?			
Do vehicle routes avoid sharp or blind corners?			
Vehicle movement			
Are vehicles slowed to safe speeds, for example speed limiters on mobile plant or chicanes on vehicle routes?			
Do drivers use the correct routes, drive within the speed limit and follow site rules?			

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Signs			
Are there speed limit signs?			
Is there enough lighting to ensure signs are visible, particularly at night?			
Warning devices			
Are roof mounted flashing lights installed on all vehicles and are they operational?			
Information, training and supervision			
Do powered mobile plant operators have relevant high risk work licences? Are they trained in operating the particular model of plant being used?			
Have workers received site specific training and information on airport traffic hazards, speed limits, parking and loading areas?			
Is information and instruction about safe movement around the airport provided to visitors and external drivers?			
Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?			
Personal Protective Equipment			
Is PPE like high visibility clothing worn by all people airside at the Airport.			
Vehicle safety			
Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done?			
Do vehicles have direct visibility or devices for improving vision like external and side mirrors and reversing sensors?			

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Are UHF radios on and set to CTAF 125.6 for listening to airport movement?			
Are drivers suitable trained in the use of the radio?			
Reporting and enforcement			
Visually monitor speed, driving style and movement around parked aircraft while the driver is active at Benalla Airport. Does it comply with Benalla Airport requirements? (If no please indicate how they are not complying and if possible obtain vehicle registration details.eg Take a photo of registration plates)			
Benalla Rural City Council Authorised Officer to review any physical evidence presented and discuss with the Airport Reporting Officer evidence witnessed and complete Witness Statement DOC18/19580			
Regulatory Compliance and Enforcement for breaches of an Act, Regulation or Bi-Laws will be actioned by a Benalla Rural City Council Authorised Officer.			
All reporting and enforcement documents to be recorded and saved in SF/3863.			

A1.10 Benalla Airport Manual Inspections Calendar Reminders (DOC20/66749)

Facility Inspection	Airport CASA requirements - twice a week ARO inspections inc. light operations once a week
March 25	Fire
April 25	Review Aeronautical data and set calendar reminder for Airport Manual Review
May 25	PAL 12m inspection
June 25	ARO training review
July 25	Review Airport Manual
August 25	OLS Survey
September 25	Fire
October 25	
November 25	PAL 6m inspection

A1.11 Benalla Airport Technical Inspection Report (DOC20/80929)

Inspection date: ……

Inspector: ……..……

Review Part 139 Manual of Standards 2019 Chapter 12 Division 2 for conditions.

Inspection Stage	Items Inspected	Comments
1. Movement area pavements	▪ Pavement surface condition of: ▪ Runway 08/26 (sealed) ▪ Runway 17/35 (grass) ▪ Taxiway (sealed) ▪ Apron (sealed) ▪ Including contamination including rubber build up	
2. Movement area drainage	▪ Runway surface ▪ Runway strip surface ▪ General drainage	
3. Aerodrome lighting and emergency lights	▪ Runway edge lights (white) ▪ Runway threshold and end lights (green/red green) ▪ Taxiway hold position lights (yellow) ▪ Taxiway (blue) ▪ Apron lights (blue) ▪ PAL floodlight ▪ Wind direction indicator down lights ▪ Obstacle / hazard lights (red) ▪ PAL	
4. Line markings and markers	▪ Runway 08/26 and 17/35 ▪ Runway end stripes ▪ Threshold markings ▪ Runway end numbers ▪ Centre-line markings	

Inspection Stage	Items Inspected	Comments
	▪ Side stripe markings ▪ Taxiway lead in line ▪ Holding position line ▪ Runway 17/35 -14 runway threshold marker cones ▪ Runway strip gable markers ▪ Unserviceability crosses and cones ▪ Dumb-bell marker ▪ Wind direction indicator –Primary and Secondary ▪ Condition of wind direction indicator circle ▪ Condition of signal area	
5. Obstacle limitation surfaces (OLS)	▪ Runway approach and take-off surfaces ▪ Side transitions ▪ Obstacle limitation surfaces ▪ NOTAM issued	
6. Movement area security and general tidiness of movement area	▪ Vehicle control ▪ Restrictive Signs ▪ Grass height on runway strip ▪ Fence and gate conditions for Wildlife management ▪ Aerodrome emergencies	
7. Hazardous materials	▪ Fuelling facility ▪ Hazardous chemicals	
8. Review	▪ Aeronautical Data Originator DOC20/46871 for AIP ▪ ERSA, ▪ FAC ▪ NOTAMS ▪ Aerodrome Manual (DOC20/58280)	
9. Training	▪ ARO – training valid ▪ WSO – training valid	

Comments:

Technical Inspector: _____ Date: …… / ……. / ……..

A1.12 Annual Benalla Airport Manual validation and report (DOC20/82638)

Inspection date: ……

Inspector: ……..……

Review Part 139 Manual of Standards 2019 Chapter 12 Division 2 12.11 (12) for conditions.

Inspection Stage	Items Inspected	Comments
Published gradient in the AIP-ERSA	Check approach, take- off, and transitional surfaces to ensure published procedure information is accurate to within 0.05%	
	A check of the other surfaces with the OLS	
	A check of the currency and accuracy of aerodrome information published in the AIP and aerodrome operating procedures specified in the aerodrome manual and supporting documents	
	A check that all ARO's or WSO are trained and generally competent	

A1.13 Benalla Airport Method of Work Plan Template (DOC20/66735)

Benalla Airport Method of Work Plan TEMPLATE

MOWP number: _____

Date of issue: _____

Amendments: _____

Reference number: Benalla YBLA XXXX/XX/XX

MOWPS issued in relation to aerodrome: 1

Title: Benalla Aerodrome YBLA XXXX. Title of works e.g. Crack sealing RWY 08/26, line mark RWY 08/ 26 and seal windsock and markers.

Approval Date: _____

Date of commencement: _____

Date of completion: _____

Scope of works

Benalla Rural City Council (description of works)

Work method

The work method includes minimum of four components:

1. Council staff to develop MOWP and distribute

   (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 **to the required recipients as per the Benalla Airport Manual)**

2. Council Staff site setup (48 hours prior to start date)
   - Issue NOTAMs
3. Detail of work to be performed (date)

   (Example only)

   - Define works
   - Establishment of work footprint, plant machinery and equipment.
   - Survey of works.
   - Complete works in defined areas
   - Remove equipment from site.

4. Cancel NOTAM

The duration of works is to be XXXX days.

A Works Safety Officer is to be present with a radio that can communicate with all air traffic.

A NOTAM is to be raised stating;

(Example Only)

Time – RWY 08/26 NOT AVBL DUE WIP

EXC FOR EMERG ACFT WITH 30MIN PN

CTC TEL: 0419749807

Persons responsible:

Greg Robertson / Elise Wood	▪ Work Safety Officer, induction of staff, plan works, check NOTAM raised, secure work sites, present until completion. ▪ Works Supervisor. To complete works and ensure completion of works in allocated time frame and supervise staff.
Contractor	▪ A Safe Work Method Statement to be completed before works commence with all staff present. All personnel to be inducted before entry airside or commencement of works.

Timeframe:

Date of commencement: _____

Date of completion: _____

“The actual date and time of commencement will be advised by a NOTAM, to be issued

Not less than 48 hours before work commences”

Restrictions to aircraft and issue of NOTAMs

See NOTAM below

Work stages

Refer to drawings below

All Airport Precinct Leasee and User Groups have been notified of proposed works by post or email on XX XXXX 2020

Emergencies and adverse weather

Example only - Works will cease upon the prediction of rainfall and will be undertaken in dry suitable conditions.

NOTAMs

C0XXX/XX NOTAMN

A) BENALLA 0XXX/19 (AD)1911290030
B) 200519
C) 200520

D) 2130/0700

RWY 08/26 NOT AVBL DUE WIP

EXC FOR EMERG ACFT WITH 30MIN PN

CTC TEL: 0419749807

Restrictions to works organization

Approval by Work Safety Officer is required before any personnel and vehicle can enter airside.

BRCC online induction and Airport induction must be completed before commencement.

Hours of work between 7.00 am and 5.00 pm Monday to Friday.

Personnel and Equipment

All staff and equipment will be briefed daily that there will be a ten minute recall and personnel and equipment will have to vacate taxiway area immediately.

Orange flashing warning light must be on the top of all vehicles.

All Personnel must have a high visibility clothing.

No vehicle or equipment is to be left on site after 5 pm without prior approval.

Access

Preferred access is through main security airport gate. Access code is ESTA#. Once airside drive in an easterly direction towards runway

Electrical

Change if required

Administration, name, role and phone numbers:

Name	Position	Telephone	Mobile (AH)
Greg Robertson	Work Safety Officer	03 5760 2600	0409 529 463
Elise Wood	Works Supervisor and Work Safety Officer	03 5760 2656	0419 749 807

Authority

“All works will be carried out in accordance with the MOWP”

MOWP expiry date: _____

Signed: _____

Drawings:

Work site, access route and works area (examples only)

Markers show works area

Distribution list

Manager Facilities	Greg Robertson
Project Manager and Work Safety Officer	Elise Wood
Contractor	

A1.14 Benalla Airport Wildlife Strike Report (DOC20/53870)

Wildlife Strike Report Form

Date of Occurence:	Aerodrome:
Time of Occurence:	Last Departure Point or Destination:
Pilot in Command:	Runway Used:
Squadron:	Position on runway (ch):
Aircraft Registration:	Light Conditions:
Aircraft Make/Model:	Grid Reference:

Weather information at time of strike:

Wind direction (°):	
Wind speed (kts):	
Cloud height (ft):	
Cloud amount (/8):	

Yes

Clear ☐

Fog ☐

Rain ☐

General description of weather

Strike: Confirmed ☐ Unconfirmed ☐ Near miss ☐

Wildlife species:

Number of animals struck:

Location: On-airfield ☐ Vicinity ☐ Remote ☐

Number of animals found:

Blood smear only ☐ (sample DNA for ID)

Feathers only ☐ (collect feathers for ID)

Phase of flight: Descent ☐ Approach ☐ Short finals ☐ Landing roll ☐ Taxi ☐ Take-off run ☐ Rotation ☐ Climb ☐

Carcass: Disposed ☐ (take photos of all carcasses) Retained (freezer) ☐

Species ID checked ☐

Damage: Yes No (Take photographs of all damage)

Description of damage:

Effect on flight: None ☐ Rejected Take-off ☐ Missed Approach ☐ Precautionary Landing ☐

Speed at time of impact:

Height at time of impact:

Parts Struck: Radome ☐ Windshield ☐ Nose ☐ Engine ☐ Propeller ☐ Wing ☐ Fuselage ☐ Landing Gear ☐ Tail ☐ Lights ☐

Other (specify)

Costs:

Aircraft downtime:

Missions lost/cancelled:

Missions delayed

Information sources: ATC ☐ Pilot ☐ Aircraft Maintenance ☐ Other ☐

Wildlife control measures in place at the time of the strike:

Additional description, information or suggestions:

Name: Date and Time:

A1.15 Benalla Airport ARO Training and Register reports (DOC20/42791)

Benalla Airport – CASA Training

Date	Name	Course	Comments	Next training date
09/07/2021	Elise Wood	DAMP awareness for SSAA Employees	CASA - Aviation Worx	09/01/2024
09/07/2021	Elise Wood	DAMP Supervisor	CASA - Aviation Worx	09/01/2024
09/07/2021	Elise Wood	Part 139: Aerodromes Element	CASA - Aviation Worx	
29/06/2020	Rhonda Gelletly	DAMP awareness for SSAA Employees	CASA - Aviation Worx	29/01/2023

Benalla Airport – ARO Training

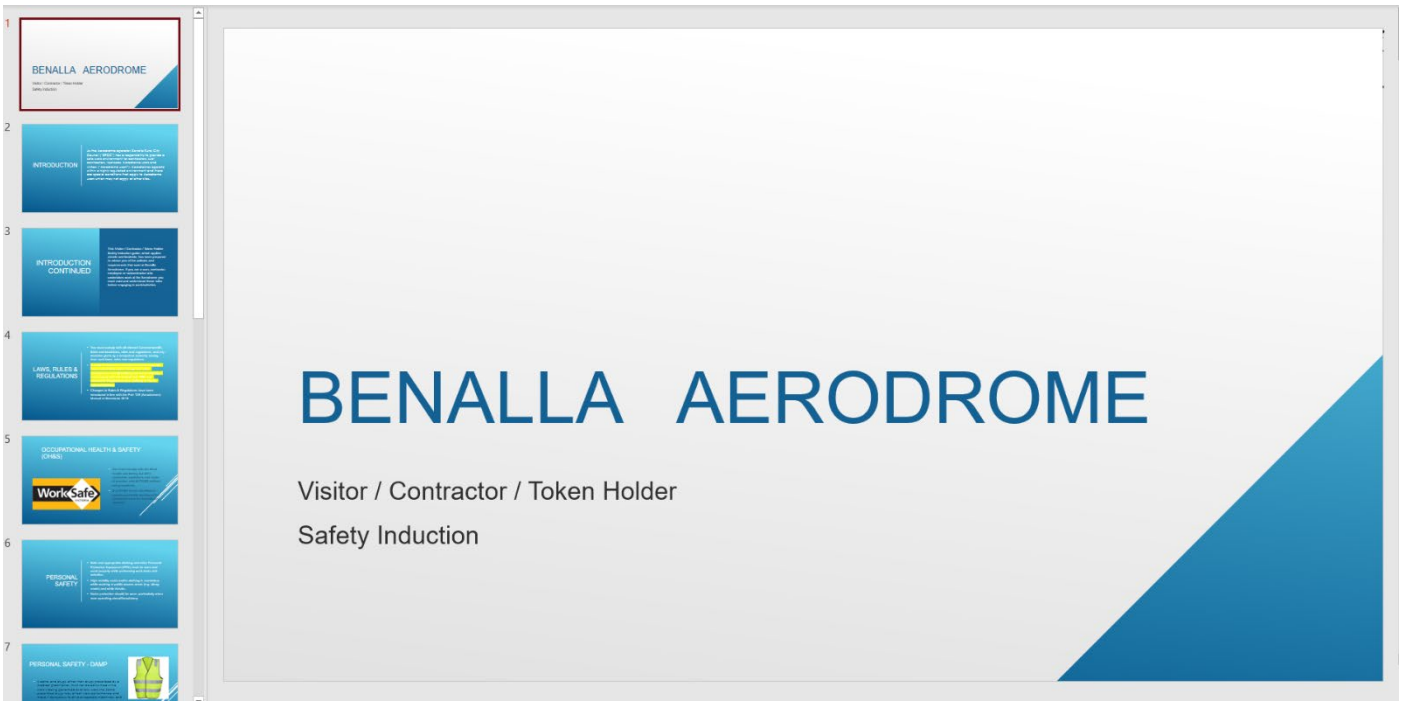
Date	Name	Course	Details	Next training date	HPE record number	Comments
09/04/2014	Greg Robertson	AITS - ARO / WSO	2 days in Benalla	02/07/2027	IN137511	
10/09/2018	Rhonda Gelletly	KRTS - ARO and WSO	On line training	01/09/2021	DOC20/42785	DOC18/60927
30/04/2018	Dean Steegstra	KRTS - ARO and WSO	On line training	01/04/2021	DOC20/42785	Not current
16/04/2018	Elsie Northey	KRTS - ARO and WSO	On line training	01/05/2021	DOC20/42785	No longer with council
08/08/2018	Craig Morrison	Airport Plus - ARO / WSO Training Course	2 days in Echuca	01/08/2021	DOC18/45610	No longer with Council
17/07/2020	Elsie Northey	Office of transport Security Regional and remote	AAA online			No longer with council

		aviation security awareness training				
17/07/2020	Elsie Northey	NOTAM Awareness Course	AAA online			No longer with council
12/03/2021	Elise Wood	Airport Plus - ARO / WSO Training Course	2 days in Shepparton	30/06/2027	DOC21/40910	
03/04/2024	David Lowe	Asset Aviation ARO / WSO Training Course	2 days in Echuca	02/04/2026		
Date	**Name**	**Course**	**Details**	**Next training date**	**HPE record number**	**Comments**
22/04/2021	Elise Wood	NOTAM Awareness Course	AAA online		DOC21/40914	

Benalla Airport – Animal Hazard Training

Date	Name	Course	Comments	Next training date
09/07/2021	Elise Wood	Wildlife Hazard Management Essentials	AAA membership	

A1.16 Airside vehicle control (DOC21/50523)



Benalla Rural City Council

July 2020

PO BOX 227

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A1.17 Monitoring visual segment surfaces and critical obstacles (DOC24/51067)

OFFICIAL

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www.airservicesaustralia.com
ABN 59 698 720 886

Aerodrome Operator
Benalla Rural City Council
PO Box 227
Benalla, VIC, 3672

Protection of PANS-OPS surfaces for Instrument Departure and Approach Procedures

Dear Sir/Madam,

Pursuant to MOS 139 Section 7.20 **Monitoring of Obstacles Associated with Instrument Runways**, I am writing to you to provide information with respect to the Instrument Flight Procedures at Benalla.

To assist with your obligations regarding the protection of Instrument Flight Procedure Areas, you will find the following tabulated data and cross-referenced diagrams. This information has been extracted from the flight validation information that has been compiled for instrument departure and approach procedures at your aerodrome and includes:

- The parameters for the visual segment surface (VSS) for instrument approach procedures, as well as a VSS diagram with contours. (Note – VSS is only for approach procedures that have a published straight-in (SI) minima and is not applicable to circling-only approach procedures):
    - VSS RWY 26
- A table of critical obstacles as a function of range and bearing from the Benalla ARP. **Relevant fields are highlighted in yellow**
- The diagrams which display the circling areas associated with the aerodrome along with the approach, missed approach and, where applicable, the departure protection areas:
    - CIRCLING AREAS
    - RNAV-Z (GNSS) RWY 26

Should any obstacles be observed to extend above those elevations listed and in the areas marked on the maps, it is imperative that you advise this office. Based on that feedback, a safety assessment will be conducted and any necessary amendments made to protect aircraft using Instrument Flight Procedures.

In addition to any agreement in place regarding the supply of survey data and monitoring of areas, it is requested that a copy of the yearly aerodrome OLS survey be forwarded to Airservices. This does not absolve the operator from the obligations indicated in CASR Part

connecting australian aviation

139, however provision of current survey information assists the review of extant Instrument Flight Procedures and aircraft minimum safe altitudes.

If you have any questions regarding the contents of this letter, please contact Aerospace Design team via email ifp@airservicesaustralia.com

Andrew Kok
IFP Designer
Aerospace Design
Airservices Australia

24/10/2022

cc

Aerodromes Section
Regulatory Oversight Divison
Civil Aviation Safety Authority

aerodromes@casa.gov.au

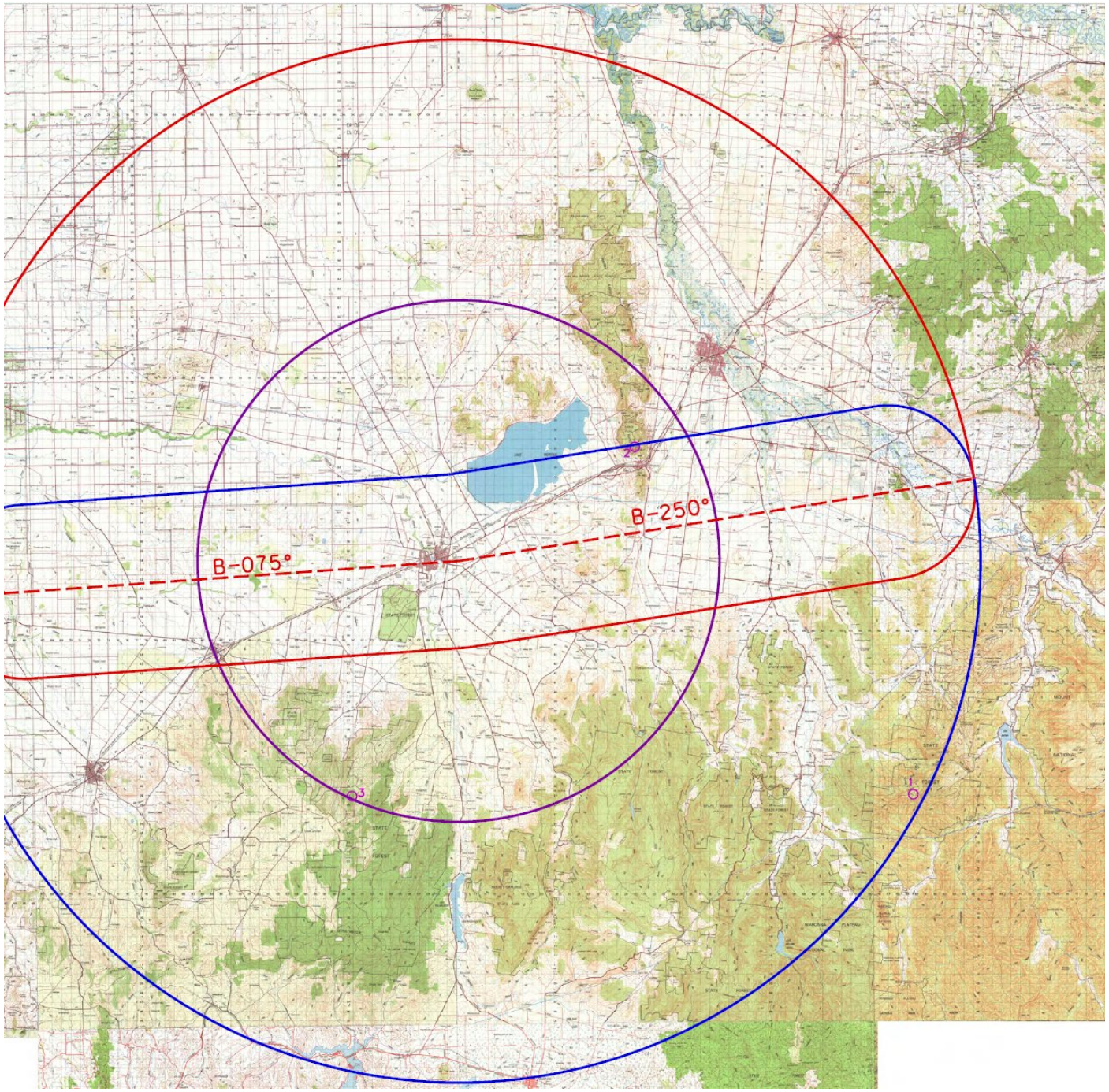
CRITICAL OBSTACLES

VSS Runway 26	
VSS RWY 26 Parameters: Inner Edge: 90 m Start Pt fm THR: 60 m Divergence (L): 15 % (8.53°) Divergence (R): 15 % (8.53°) End Pt fm THR: 5093 m Height at end point: 1110 ft / 338.3 m Surface Gradient: 1.88° Nominal Descent Gradient: 3.0°	Not Penetrated

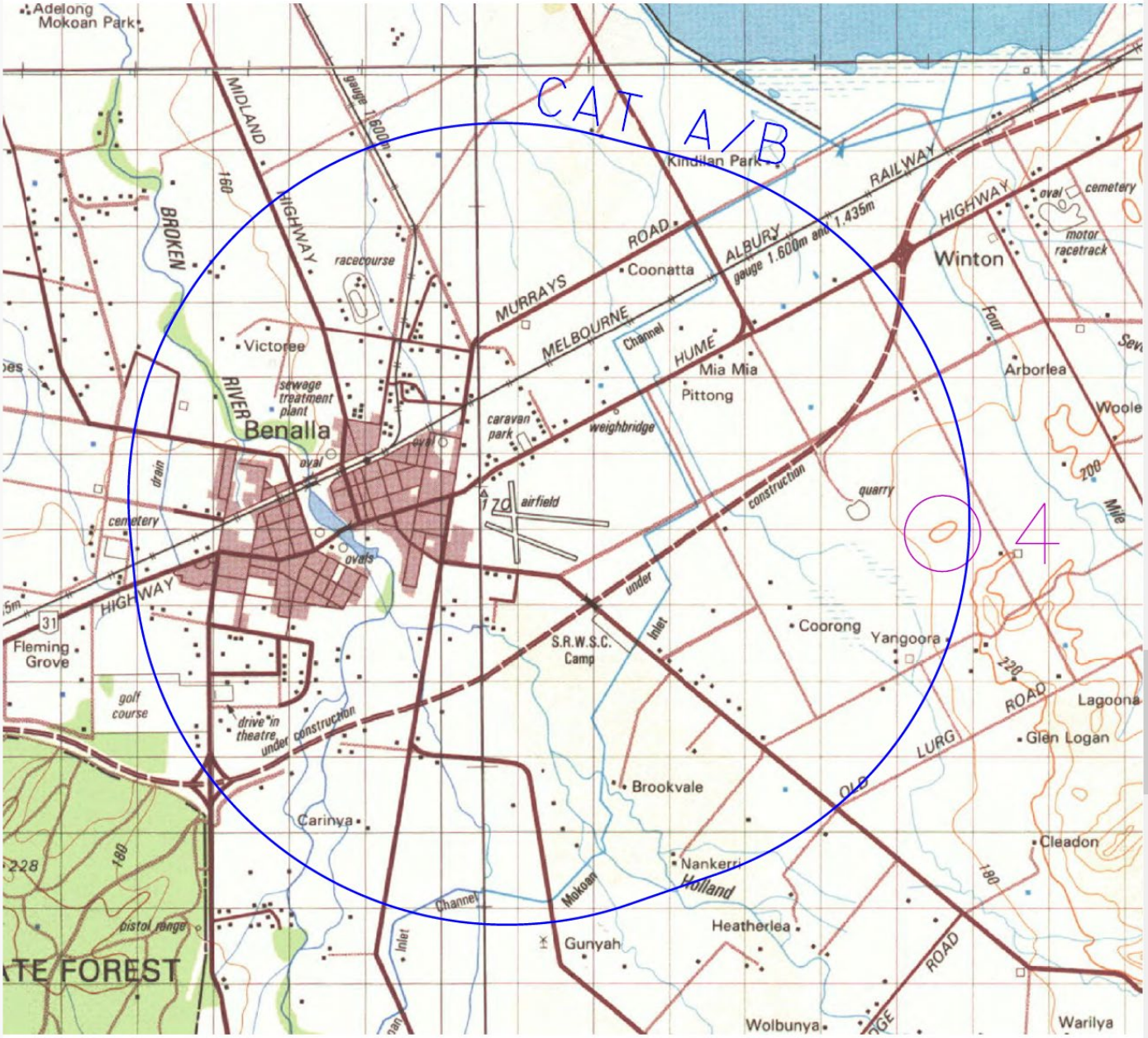
OFFICIAL

Benalla (YBLA) **CRITICAL OBSTACLES**

Serial	Segment	Description	BRG °T ARP	Dist (KM)	Dist (NM)	Elev (ft)	MOC	Nominal Alt (ft)	OIS / Flt Alt (ft)	Approximate Position	
1	MSA	1179m spot	118°	24.4	13.2	4005	984	5000	4020	36 46.87	146 32.92
2	MSA	513m Trig. Point	058°	22.3	12.0	1839	984	3000	2020	36 26.76	146 13.17
3	MSA	740m Contour	205°	27.5	14.8	2627	984	3700	2720	36 46.72	145 52.74
4	CIRCLING	200m Contour	091°	5.4	2.9	855	295	1150	860	36 33.27	146 04.17
5	RNAV 26	452m trig	089°	14.7	7.9	1642	492	2200	1710	36 33.13	146 10.37
6	RNAV 26	280m Contour	092°	11.0	5.9	1118	246	1370	1130	36 33.46	146 07.91

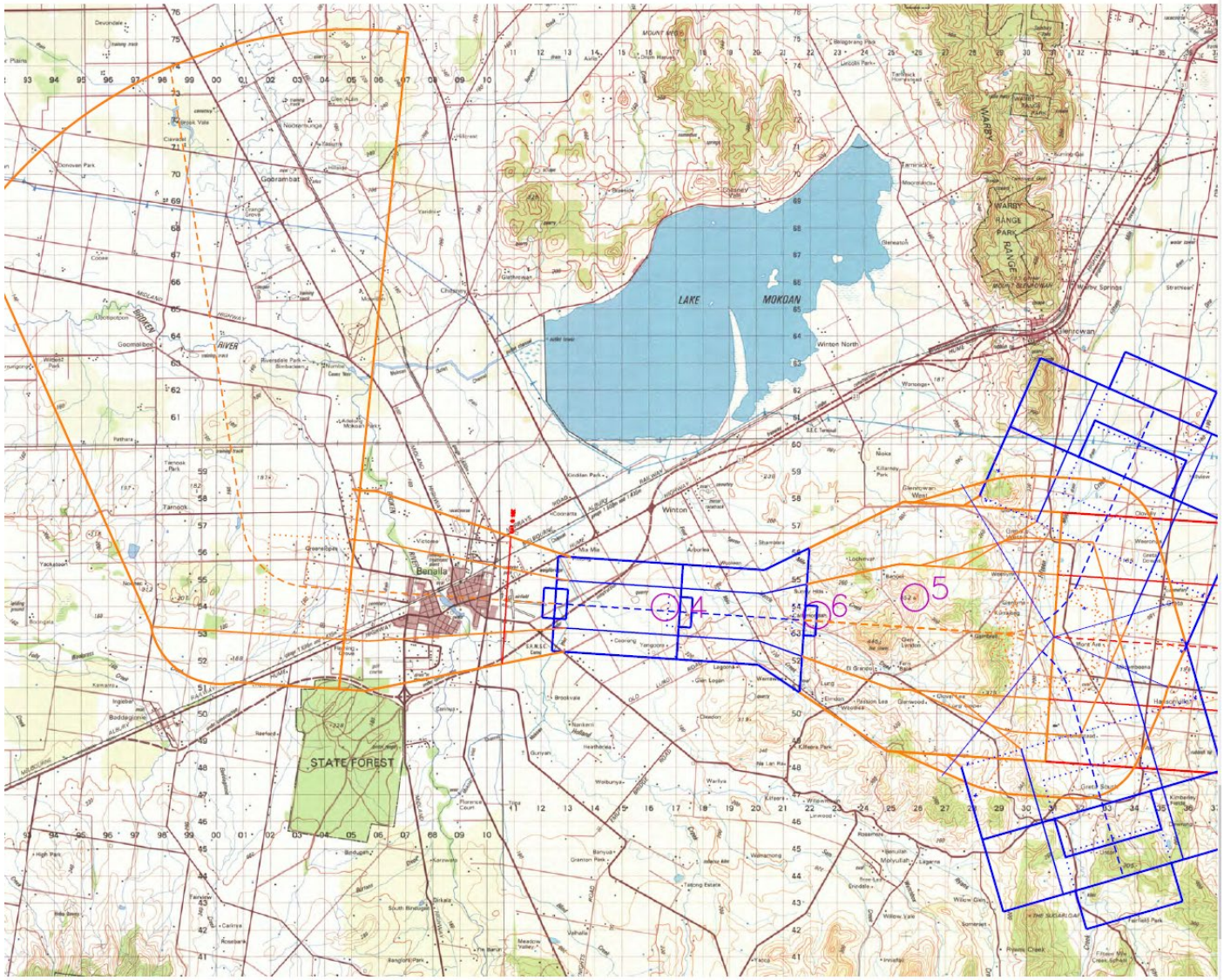

B-250°
B-075°
2
3
1

YBLA CIRCLING OBSTACLE 2022



YBLA VSS RWY 26

YBLA RNAV-Z (GNSS) RWY 26
OBSTACLES 2022



BENALLA RURAL CITY

Benalla Aerodrome Emergency Plan

June 2025

Document Title	Benalla Aerodrome Emergency Plan
Version No.	1.0 – September 2024
Review Date	25 June 2025

DATE:	3 September 2024	
PREPARED BY:	Benalla Rural City Council – Facilities Department for Emergency Planning Committee	Elise Wood
AUTHORISED BY:	Aerodrome Manager, Manager Facilities and Information Technology Municipal Emergency Management Planning Committee, Manager Development	Greg Robertson Nilesh Singh

Table of Contents

Distribution List

The Aerodrome Emergency Plan (AEP) is issued to all organisations involved with emergency response at the Aerodrome.

Emergency Plan – Benalla Aerodrome				
Copy	**Issue No.**	**Name & Address of Holder**	**Pages**	**Issue Date**
1	1	Civil Aviation Safety Authority Australia	All	25/06/2025
2	1	Benalla Rural City Council	All	25/06/2025
3	1	Aerodrome Manager – Benalla Aerodrome	All	25/06/2025
4	1	Aerodrome Reporting Officer/s	All	25/06/2025
5	1	Benalla Aviation Museum	All	25/06/2025
6	1	Gliding Club Victoria	All	25/06/2025
7	1	Benalla Aviation Museum	All	25/06/2025
8	1	Benalla Aero Club	All	25/06/2025
9	1	Balloon Association Victoria	All	25/06/2025

8 Revision

The Benalla Rural City Council Emergency Planning Committee is responsible for reviewing this plan on an annual basis. In addition, it will be reviewed following emergency evacuation drills or emergency exercises, and as part of the review and investigation process following an on-site emergency situation.

Emergency Response Procedures – Benalla Aerodrome – Revision Status					
Section	**Description**	**Page No.**	**Revision No.**	**Issue Date**	**Authorised**

Date	Version	Change	Reference	Page
25/06/2025	*1.1*	Update fields		

9 Purpose

This Emergency Management Plan has been developed, incorporating the requirements for emergency planning under AS3745 2010, "*Planning for emergencies in facilities*" as well as requirements under *CASA MOS PART 139 AERODROMES SECTION 10.7.1.1.*

These procedures have been developed to address emergencies within the Aerodrome precinct, as well as ensuring that the maximum possible assistance will be provided to rescue the occupants of an aircraft, which has crashed on or in the vicinity of the Aerodrome.

All available rescue and fire-fighting facilities shall be despatched to the scene of the crash:

- The on-duty senior Benalla Police Officer on-duty will be responsible for co-ordinating all emergency activities;
- The senior Benalla Country Fire Authority Officer shall be responsible for directing fire and rescue operations at the scene of the crash;
- Benalla Hospital will act as co-ordinating authority on all hospital matters. As per the Benalla District Hospital – Disaster Management Policy.
- These procedures have complied with the co-operation of, and have been agreed to by:
    - Victorian Police Department
    - Benalla Country Fire Authority (CFA)
    - VIC Ambulance Service
    - Benalla Hospital
    - Benalla Search and Rescue (SES)
    - Aerodrome Manager

10Site Information

The Benalla Aerodrome is owned and operated by the Benalla Rural City Council. The Council is responsible for operating the aerodrome in accordance with the arrangements outlined in the Aerodrome Manual.

The Benalla Aerodrome is located at Samaria Road (the south side of the Aerodrome is along Kilfeera Road) located 1.8km south east of the Benalla Post Office. The land on which the aerodrome is sited is open grassland with sealed runways 09-27 and 18-36. (Refer Aerodrome Location Plans in the Appendices).

This aerodrome is used by Air Ambulance, Police Airwing, Gliding Club, Balloonists, Aero Club and privately owned aircraft.

Primary runway

East/West direction 08/26 has a sealed pavement 1163 x 18 metres; along side is a grassed glider strip of 1279 x 150 metres delineated by orange gable markers on its extremities.

Aerodrome lighting

Runway 08/26 has fixed pilot activated low intensity runway lighting (PAL + AFRU frequency 123.4). *Manual override to switch lights on is situated outside the Bellman Hanger in grey cabinet.*

Secondary runway

North/South direction 17/35 has a grassed runway 838 x 18 metres delineated by white gable markers; along side is a grassed glider strip of 845 x 90 metres delineated by orange gable markers on its extremities. This runway does not have permanent lighting. (Refer Aerodrome Location Plans in the Appendices).

The Hardstand

The sealed apron is located on the south west side of runway 08/26 and is joined to the runway by a taxiway. Landside access to the apron is via a security gate for all emergencies the EMERGENCY GATE alongside the security gate will be used on the

Western side of the Hardstand North of the State Gliding Centre building. (Refer Aerodrome Location Plans in the Appendices).

BENALLA RURAL CITY

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3-Sep-2024

Disclaimer

This publication has been compiled from various sources and may be of assistance to you, but the various source providers and the Benalla Rural City Council and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from your relying on any information in this publication.

Off site Plan

11 Emergency Management

4.0 *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. Procedures have been developed for those scenarios considered possible for this facility.

The purpose of the Aerodrome Emergency Plan (AEP) is to ensure that personnel, facilities and equipment are employed to maximum effect, through effective coordination, utilisation, and implementation of resources and activities in support of all organisations responding to an emergency. The AEP allows Emergency Services to familiarise their respective organisations with the Benalla Aerodrome and its surrounds in the event of an emergency. The AEP is to promote the safety of passengers and the public, especially in the early stages of an emergency, through timely and effective action. This is vital in respect of saving lives.

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

12 Objective

The AEP is commensurate with the scale and type of aircraft operation that operate into Benalla Aerodrome; the surrounding geography, and other activities conducted at the aerodrome. With the assistance of the Benalla Rural City Council Emergency Planning Committee, Council has planned for emergency situations that might conceivably occur with respect to size of aircraft, location, timing and weather.

13 Emergency Planning Committee

Benalla Rural City 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. Those people comprising the Emergency Planning Committee are listed in Appendix 1 of these procedures.

14 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 Benalla Rural City 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 read and understand this AEP, and the procedures in place to ensure a safe and effective response to an emergency situation.

15 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

16 Planning, Training and Procedures

The best understanding of the AEP is achieved through taking part in the planning process and observing the most workable procedures. Council seeks the maximum involvement of responding agencies in the Benalla Rural City Council Local Disaster Plan (DISPLAN) by their endorsement of the procedures so developed, via the Benalla Rural City Council Municipal Emergency Management Planning Committee (MEMPC).

17 Emergency Plan Testing and Review

Equipment

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

Exercises

The AEP will be tested via a table-top exercise by Council's Municipal Emergency Planning Committee, in conjunction with the Aerodrome Manager.

Review

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

18Crash on or near the Benalla 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.

19Police – 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.

20 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) **1800 011 034** (24 hours) 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)
- Benalla Rural City 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 Security Gate or as nominated by the Police (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.

21 Fire Brigade/First Responders – Action Plan

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

1. Turn out and enter the aerodrome via EMERGENCY GATE (Western side of perimeter fence 20m south of Security Gate) and assemble on the Hardstand. 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 firefighting operations as required.

22 Ambulance Service – Action Plan

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

1. Obtain details of emergency from Police of Council (Aerodrome Manager or ARO).
2. Determine level of response. If required request response from Benalla Ambulances and a medical team from the Wangaratta Hospital.
3. Dispatch ambulances and crew to the aerodrome, and unless otherwise directed, enter the aerodrome via EMERGENCY GATE (Western side of perimeter fence 20m south of Security Gate) 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.

23 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 Wangaratta Hospital
2. Prepare to receive and treat casualties as they arrive; and
3. If required, notify Air Ambulance Service requesting Mobile Intensive Care Ambulance (MICA).

24 Benalla 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.

25 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.

26 Council – Action Plan

On being notified of a crash, Council will dispatch personnel to the nominated Emergency Operations site. 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 or part of the runway.
5. Cancel or amend NOTAM affecting the aerodrome as required.

27 Full Emergency including Abnormal Landings

All Services are to follow previous procedures for Crash on or Near Benalla Aerodrome.

All persons and services will act in accordance with the relevant sections of the previous procedures except that, on arrival at the Benalla Aerodrome they will assemble at the Fixed Emergency Operations Centre – EMERGENCY GATE (Western side of perimeter fence 20m south of Security Gate) or other such position as may be designated by the police.

A1.1 Removal of Disabled Aircraft

Responsibility

1. The Civil Aviation Safety Authority accepts no responsibility to remove any disabled aircraft from any runways, aprons or movement areas at the Benalla Aerodrome.

2. Subject to the clearance of ATSB, the operator/owner has sole responsibility for the removal of the disabled aircraft; and

3. The aerodrome licensee accepts no responsibility for the removal of crashed or immobilized aircraft from any Benalla Aerodrome movement areas.

Refer the Benalla Aerodrome Manual section 3.13 Disabled Aircraft Removal.

A1.2 Aerodrome Reporting Officer

The Aerodrome Reporting Officer must:

4. Obtain ATSB approval (if required) before allowing any disabled aircraft to be moved.
5. Inspect aerodrome surface for damage, repair unserviceable area and remove any loose debris.
6. Complete runway and lighting inspection in accordance with the daily inspection check list before re-opening aerodrome or runway.
7. Complete ASIR report and forward to the ATSB within 24 hours.

A1.3 Pilot

Before the removal of any disabled aircraft by the aerodrome operator, the Indemnity and release form must be signed by the aircraft owner, operator, pilot or the insurance company.

A faxed copy will be acceptable by the aerodrome operator.

A1.4 Police

File report on the emergency and forward a copy to the Benalla Aerodrome Manager for CASA Audit.

28 Bomb Threat

Bomb threats have been a serious public nuisance in modern times. Each one could be a prank or a warning of an impending bomb attack. Usually they are committed by individuals seeking to inflict alarm and disruption. The problem can be minimized by adopting the following action plan.

A1.1 Action Plan

a. Threats

The threats may be in one of the following forms and should be actioned accordingly:-

- Written threat. If a bomb threat is received in writing, it should be kept, including any envelope or container. Once a message is recognised as a bomb threat, further unnecessary handling should be avoided. Every possible effort has to be made to retain evidence such as possible fingerprints, handwriting or typewriting, paper and postmarks. Such evidence should be protected by placing it in an envelope (preferably a plastic envelope)
- Telephone threat. An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigation. The person receiving the bomb threat by telephone should **NOT HANG UP** and, as soon

as possible, should complete the information required on a Bomb Threat Check List (See Appendices). A Bomb Threat Check List should be held by persons who regularly accept incoming telephone calls.

b. Notification and Response

Any person becoming aware of a bomb threat to airborne aircraft, are to notify:

- Melbourne Air Traffic Services Manager (03) 9235 7420

Any person becoming aware of a bomb warning to an aircraft on the ground, are to notify:

- AusSAR Officer 1800 815 257 (24 hours)

Information provided should include:

- Type and registration of aircraft;
- Estimated time of arrival or whether already on the Aerodrome;
- Number of persons on board;
- Any other information available, e.g. cargo, radioactive or toxic material, etc.

The AusSAR Officer, in conjunction with operator or pilot in command, to assess whether or not the aircraft is be to be searched. *In the event of an emergency being notified to any of the emergency services by a member of the public, the Police should be notified who shall in turn, immediately notify the AusSAR Officer as above.*

If the warning is assessed as genuine, the aircraft must be searched and the AusSAR Officer will advise the relevant law enforcement authorities (State and Federal).

c. Benalla Police – Action Plan

If the warning is assessed as genuine, the following procedure applies:

Notify:

- Aerodrome Manager and/or Aerodrome Reporting Officer
- Fire Brigade
- Ambulance Service
- Benalla Rural City Council
- Benalla Search and Rescue Squad Police shall include the following details of:-

Type of aircraft and estimated time of arrival, or whether already on Aerodrome;

- Number of persons on board;
- Any other information available
- Proceed to Aerodrome apron area through EMERGENCY GATE (Western side of perimeter fence 20m south of Security Gate).

- Prepare to implement full emergency procedures should explosion occur.
- Assist in evacuation of aircraft, if applicable.
- Conduct search of aircraft, following Search Procedures outlined below.

d. Benalla Fire Brigade – Action Plan

1. Proceed to Aerodrome EMERGENCY GATE (Western side of perimeter fence 20m south of Security Gate).
2. Standby in a strategic position whilst aircraft is on the search location until danger has passed.
3. If an explosion occurs, the fire office shall assume control of the rescue and fire fighting operations.

e. Ambulance Service – Action Plan

- Notify Benalla and Wangaratta Hospitals.
- Proceed to Aerodrome car park area and stand by.

A1.2 Designated Search Areas

The aircraft search area shall be as remote as possible from public areas, and an aircraft in it shall be at least 200 metres form any structure, refueling installation, equipment, vehicle, other aircraft, or other object that might be damaged by an explosion or fire in the suspect aircraft.

The luggage and freight areas shall be in the vicinity of the aircraft search area. It shall be at least 200 metres from the suspect aircraft and, if not in a protected area suitable for this purpose, shall be at least 200 metres from any structure, refueling installation, equipment, vehicle, other aircraft or other object that might be damaged by an explosion or fire in the material being searched. ARO to work with Victoria Police and passengers shall not be allowed in this area.

Search of Mail

If Australia Post staff are not available, bags of mail may be opened by the Police only.

Any article regarded as suspicious by the person in charge of the search will be notified to the bomb disposal authority.

Bags of mail opened and details of articles inspected by bomb disposal authorities without Australia Post's presence will be put aside of their collection.

Bomb Disposal

Any article regarded as suspicious by the person in charge of the search will be notified to the bomb disposal authority.

Until the bomb disposal authority pronounces the article safe or successfully disposes of it, the area will be cleared as far as possible of all essential persons, vehicles and equipment.

A1.3 Device Located

If the device is located, the following procedures should be followed:

Isolate the scene;

- Establish a safe perimeter (inner/outer)
- Evacuate immediate area – police, residents, bystanders, etc.;

Set up a command post (safe location, away from possible danger);

Alert the fire brigade, ambulance and other authorities (e.g. gas, electricity and transport if appropriate).

What shouldn't you do?

- Do not touch, tilt or tamper with the device;
- Do not attempt to open;
- Do not immerse in water;
- Do not place in a confined space;
- Do not transport;
- Do not use radio transmitters or mobile phones within 25m of a suspected device.

What safety precautions should be taken?

- Do not transmit in close proximity;
- Do not smoke near the object;
- Do not talk excessively loud;
- When the object is in the open, consider an evacuation area of 100 metres;
- Do not take identification markings for granted – they may have been falsified.

29 Unlawful Seizure of Aircraft

Any information relating to hijacking or unlawful seizure of aircraft should be immediately notified to:-

(a) AusSAR Officer (24 hours) – refer contact list in Appendices;

(b) EMERGENCY SERVICES – 000 – Ask for Police.

30 Hazardous Material Incident

If the situation is beyond the operator or reporting officer, call the emergency services and/or experts.

1. **Contact Emergency Services – by dialing 000**
2. **Aerodrome Reporting Officer – Action Plan**

Mark area off with unserviceable cones and issue NOTAM stating hazard.

3. **Fire Brigade – Action Plan**

Contain spillage and monitor situation for fire risk then clean up site.

4. **Police – Action Plan**
5. **Report on aircraft damage and call**

Environmental Protection Authority (EPA).

6. **Aerodrome Manager**

1. Assess the situation after hazardous materials removed and cancel NOTAM;

2. Report incident to CASA within 48 hours.

31 Standard Evacuation Procedures

The following are standard evacuation procedures to be applied to Council buildings. These procedures and the following emergency response plans reflect emergencies within Council controlled buildings at the aerodrome.

A1.1 Action Plan

The decision to evacuate should be made by a person with authority, and following an assessment of the situation.

A1.2 Discovering an emergency situation

- Upon discovery of an emergency situation, notify the appropriate personnel, if possible.

A1.3 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
    - Arrange assistance for any mobility impaired people;

A1.4 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:-
    - Offices
    - Toilets
    - Tea Rooms
    - Storage Areas

A1.5 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.

A1.6 Notify Emergency Services

- Dial 000
- Provide Emergency Services with the necessary information including:-
    - Location of the site
    - The type of emergency
    - Any casualties or injuries
    - What assistance is required
    - Any hazards that may be encountered

- Your name and telephone number

A1.7 Safe Guard Valuables

- Only if possible to do so, safe guard valuable items. However, it is imperative that all people understand that personal safety is paramount and under no circumstances should items be retrieved if there is clear and present danger, or the building/area has been evacuated.

A1.8 Recovery Activities

Following confirmation from emergency services that their operations are complete, the Aerodrome Manager, in consultation with the Chief Executive Officer of the Benalla Rural City Council (or delegate) will initiate recovery procedures.

An investigation of the incident will be initiated by the Benalla Rural City Council Municipal Emergency Planning Committee immediately following the incident. Copies of the investigation report will be provided to emergency services, as requested. The investigation will also determine if counselling services are required for affected personnel.

The Chief Executive Officer will be responsible for making any public announcements regarding the emergency.

32 Fire Internal

Fire procedures embrace four essential steps, which in most cases would need to be initiated concurrently.

A1.1 Action Plan

Life safety

- Ensure the immediate safety of anyone within the vicinity of the fire.

A1.2 Notify the Fire Brigade

- The fire brigade is to be called in all incidents of fire or suspicion of fire (e.g. smell of smoke). There will be no criticism of any person who uses initiative in this respect nor will such action need another person's permission.

A1.3 Evacuation

- In the event of evacuation, evacuation procedures should be followed.

A1.4 Fight the Fire

- All buildings and areas have portable fire extinguishers, and/or fire hose reels, fire blankets and should be used where possible.
- Evacuation plans outline where firefighting equipment is located, and information is provided as to the type of extinguisher available, and in what situation this should be used.
- However, immediately when it becomes obvious that there are unnecessary risks associated with attempts to control a fire, occupants should withdraw, closing but not locking doors behind them.

A1.4.1 Fire Detection

- In the event of any outbreak of fire
    - Alert persons nearby and request assistance
    - Call the Fire Brigade by dialing 000
    - Summon the appropriate personnel, and inform them of the nature and location of the fire.
    - Use fire extinguishers or hose reels if safe to do so
    - Evacuate if necessary, closing doors to confine fire.
    - Check areas if safe to do so
    - Proceed to the emergency assembly area with any mobility-impaired persons.
    - Ensure that all mobility-impaired persons are present
    - Maintain a calm atmosphere, and wait for emergency services.
    - Follow emergency services instructions.

33 Building Invasion/Armed Intrusion/Civil Disturbance

Due to the nature of the facility and the types of activities and events held, situations may arise where people find themselves threatened by a member of the public. Threats may involve angry verbal abuse or violence.

A1.5 Action Plan

A1.5.1 Attempt to resolve the disturbance

- Assess the situation. Attempts to resolve the disturbance should be made, but only if this appears possible, with no danger to members of the public.

A1.5.2 Retreat from the situation

- If the situation cannot be resolved, or there is an obvious threat of violence, immediately retreat from the situation.
- If possible restrict the disturbance to an area by locking doors, etc.
- If the situation is within the grounds and involves violence, notify the Police by dialing 000.

A1.5.3 Notify appropriate personnel

- Notify appropriate personnel responsible for the management of the event, or the facility.

A1.5.4 Notify Police.

- In extreme cases, contact the Police by dialling 000.

34 Storms and Storm Damage

Severe storms usually occurring during Spring and Summer have the potential to cause serious damage. These natural hazards may be land gales (continuous winds of 60km/h or more) or thunderstorms with damaging winds, intense rain and large hail.

Don't leave loose objects lying around, such as sheets of iron or other unstable items, as they could become missiles. Keep under cover preferably in a building or a vehicle and avoid using telephones during violent electrical storms.

Whilst aircraft is parked at the aerodrome at the owner's risk, there is provision at the aerodrome for aircraft to be tied down with cables, or parked on the grass.

A1.6 Action Plan

A1.6.1 Outside during a storm

- If you are outside during a storm, find emergency shelter, preferably in a vehicle and not under a tree.

A1.6.2 Inside during a storm

- If you are inside during a storm, stay where you are and do not attempt to leave the building. Shelter clear of windows, preferably in a hallway or amenity block if possible.

A1.6.3 Following storm activity

- After the storm has passed, notify the appropriate personnel or Chief Executive Officer of the Benalla Rural City Council as soon as possible. If you are assessing storm damage to the building, remain vigilant and be aware of fallen power lines, damaged building structure, trees and flooded drains.

A1.6.4 Evacuating the area

- If you are required to evacuate the area, follow normal evacuation procedures, or instructions given to you by the appropriate personnel.

35 Facility Accident

If you are presented with a medical emergency, it is imperative that you assess the situation - utilise any first aid skills; or contact a nearby first aid officer; or Dial 000 for an ambulance.

A1.1 Action Plan

A1.1.1 Assess the area for any dangers

- If too dangerous to attend to the casualty, dial ‘000’.

A1.1.2 Assess the casualty

- Is the casualty conscious?
- If they are responding, apply first aid to life threatening injuries.
- Ask bystander to call ‘000’.

A1.1.3 Check breathing

- If breathing, place in recovery position and call ‘000’
- If the casualty is not breathing, call ‘000’ then begin CPR.
- Continue CPR until the ambulance arrives.

A1.1.4 Continue to manage the casualty

- Follow the instructions of the emergency service.
- Keep the casualty comfortable and calm until the ambulance arrives.
- If someone else is present ask them to contact the appropriate personnel.

A1.1.5 Remote location

- If you are in a location where access is difficult or it is hard to find, arrange for someone to meet the ambulance at an appropriate location to guide them in.

36 Structural Failure

Structural failure or damage refers to collapsed buildings or other structures. This may be as a result of storm damage, or other unknown causes. All structural failure should be reported to the Council as soon as reasonably practicable.

A1.1 Action Plan

1. **Dial 000**
2. **Attend to injuries and watch for hazards**
   - Do not attempt to enter partially collapsed structures, or move injured people. Only enter and move injured people, if safe to do so.
3. **Evacuate**
   - Follow evacuation procedures and evacuate to the Emergency Assembly Area.
4. **Administer First Aid**
5. **Turn off utilities:**
   - Only turn off utilities if applicable and if possible.
6. **Stay Calm**
   - Try to maintain a clam atmosphere and wait for Emergency Services to arrive.

37 Gas Explosion – Internal

A gas leak associated with an equipment failure or damage has the potential to impact on the safety of facility users.

If a gas leak is detected:

1. Do not smoke;
2. Do not introduce any other ignition sources (such as naked flames, electrical equipment or other sparking devices);
3. Do not use a mobile phone in the immediate area;
4. Evacuate following evacuation procedures;
5. Contact Emergency Services;
6. Report the incident to the Council as soon as reasonably practicable.

If the gas leak results in an explosion:

A1.1 Action Plan

1. **Dial 000**
2. **Attend to injuries and watch for hazards**
   - Do not attempt to enter partially collapsed structures, or move injured people. Only enter and move injured people, if safe to do so.
3. **Evacuate**
   - Follow evacuation procedures and evacuate to the Emergency Assembly Area.
4. **Administer First Aid**
5. **Stay Calm**
   - Try to maintain a clam atmosphere and wait for Emergency Services to arrive.

38 Electrocution

Avoid direct contact with the affected person while they are in contact with the current.

A1.1 Action Plan

1. If the contact is from Low Voltage, break the contact by switching off the current.
2. If the above action is not possible, stand on something dry (blanket, rubber mat, newspapers) and break the contact by pushing the affected person free with a wooden pole or board, or pulling with a loop of rope around their arm or leg.
3. Dial 000
4. Provide First Aid until Emergency Services arrive.
5. If the contact is from High Voltage, immediately disconnect the power source;
6. Only permit First Aid after the current has been switched off. Injuries due to high voltage contact may be very severe – even fatal, involving burns to skin and possible internal organs.
7. Dial 000 and keep the affected person isolated from others until Emergency Services arrive.

39Vehicle Accident

This procedure is for vehicle accidents occurring within the facility.

A1.1 Action Plan

1. Ascertain if any person/s are injured – if yes, Dial 000 for Emergency Services, and provide First Aid if possible;
2. Determine if vehicle/s pose a hazard to people nearby (.e.g leaking fuel) – if yes, advise Emergency Services and evacuate people from the immediate area;
3. If no person is injured and no danger, determine if vehicle/s pose/s an obstruction to normal vehicular traffic flow. If yes, request driver/s to move vehicles off the road, and if unable to be moved, advise the driver/s they must arrange immediate tow truck assistance;
4. Obtain particulars from drivers and witnesses involved;
    - Names
    - Addresses
    - Telephone Numbers (Home and Work)
    - Details of registered owner/s of vehicles involved (if different from driver/s)
    - Vehicle details (Reg. No, type, make, colour)
    - Brief description of events
5. Confirm if driver/s require Police to be called. If person/s are injured, Police must attend.
6. Advise Council as soon as reasonably practicable.

40 Appendices

A1.1 Appendix 1 : Emergency Contacts

Emergency Contact Numbers	
Dial 000 for Emergency Services	
Police (Benalla Station)	Tel. 03 5760 0200
Ambulance Service: Control Centre Benalla Station	131 233 (bookings) Tel. 03 9840 3500
Benalla Hospital	Tel. 03 5761 4222
North East Health Wangaratta	Tel. 03 5722 5111
District 23 CFA Headquarters	Tel. 03 5720 2300
State Emergency Services (SES)	Tel. 13 25 00
Benalla Rural City Council (24 hours)	Tel. 03 5762 2600

Benalla Rural City Council Contacts		
Chief Executive Officer	Peter Keane	03 5760 2600
General Manager	Robert Barber	03 5760 2600
Manager Facilities & Information Technology	Greg Robertson	0409 529 463
Facilities Coordinator	Elise Wood	0419 749 807

Benalla Rural City Council - Emergency Planning Committee		
Nilesh Singh	Chair, Manager Development	03 5760 2600
David Lawrence	Emergency Management Coordinator	03 5760 2600
Wayne Rich	Compliance Coordinator	03 5760 2600

Benalla Aerodrome Contact		
Aerodrome Manager	Greg Robertson	0409 529 463
ARO – Coordinator	Elise Wood	0419 749 807

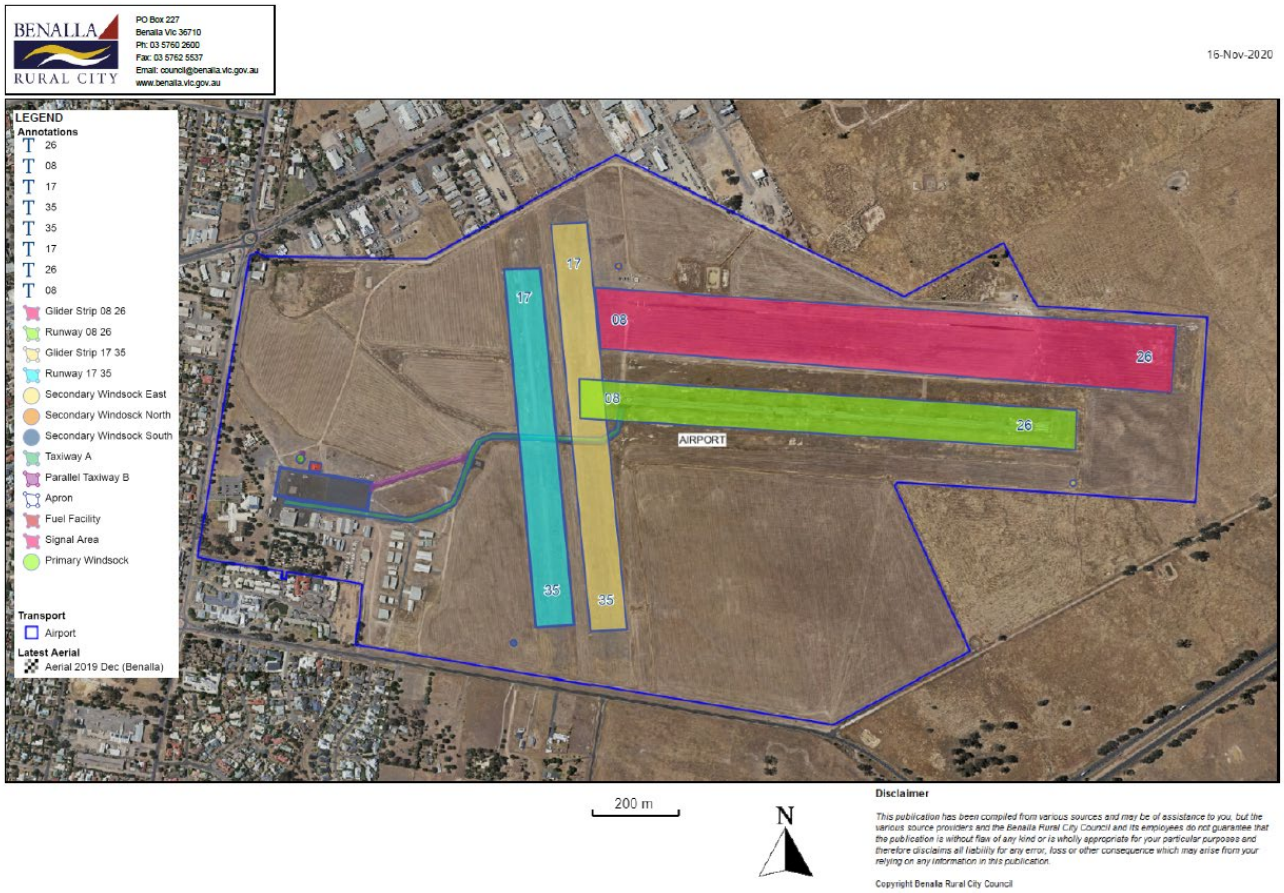
ARO – Maintenance	David Lowe	03 5760 2600
Gliding Club Victoria	Andy Davison	03 5762 1058
Balloon Association Victoria	Francois Steyn	
Benalla Aero Club	Anthony Schneider	

Aviation Contacts	
Air Services Australia	
Australian NOTAM Office (NOF)	Tel. 02 6268 5063
Aeronautical Information and Data Systems Section	Tel. 02 6268 4434 02 6268 5667 02 6268 5689
Civil Aviation Authority (CASA) (Melbourne)	
Aerodrome Inspector (Brad Sinclair)	Tel. 03 9518 2748
Australian Transport Safety Bureau (ATSB)	Tel. 1800 011 034
Fuel Supply Agent	Aero Refuellers Mobile 0413 003 808
Airport Survey Consultants	Paul Fitzgerald Tel. 03 5962 4440 Mobile 0409 230 650

A1.2 Appendix 2 - Bomb Threat Checklist

<table>
<tr><th colspan="3">REMEMBER DON'T HANG UP AFTER CALL</th></tr>
<tr><td>Exact Wording of Threat:</td><td colspan="2">Threat Language</td></tr>
<tr><td rowspan="2"></td><td colspan="2">Well Spoken:</td></tr>
<tr><td colspan="2">Incoherent:</td></tr>
<tr><td>Bomb Threat Checklist Questions to Ask</td><td colspan="2">Irrational:</td></tr>
<tr><td>When is the bomb going to explode?</td><td colspan="2">Taped:</td></tr>
<tr><td>In which building?</td><td colspan="2">Message read by caller:</td></tr>
<tr><td>Where did you put the bomb?</td><td colspan="2">Abusive:</td></tr>
<tr><td>When did you put it there?</td><td colspan="2">Other:</td></tr>
<tr><td>What does the bomb look like?</td><td colspan="2">Background Noises</td></tr>
<tr><td>What kind of bomb is it?</td><td>Street noises:</td><td>House noises:</td></tr>
<tr><td>What will make the bomb explode?</td><td>Aircraft:</td><td>Local call:</td></tr>
<tr><td>Did you place the bomb?</td><td>Voices;</td><td>Long distance:</td></tr>
<tr><td>Why did you place the bomb?</td><td>Music:</td><td>STD:</td></tr>
<tr><td>What is your name?</td><td>Machinery:</td><td></td></tr>
<tr><td>Where are you?</td><td colspan="2">Other:</td></tr>
<tr><td>What is your address?</td><td colspan="2">Other</td></tr>
<tr><td>Record Calling Line Identification – Don't Hang Up</td><td colspan="2">Sex of caller:</td></tr>
<tr><td>Action</td><td colspan="2">Estimated age:</td></tr>
<tr><td>Report call immediately to:</td><td colspan="2">Call Taken</td></tr>
<tr><td>Phone number:</td><td colspan="2">Date: Time:</td></tr>
<tr><td>Caller's Voice</td><td colspan="2">Duration of call:</td></tr>
<tr><td>Accent (specify):</td><td colspan="2">Number called:</td></tr>
<tr><td>Any impediment (specify):</td><td colspan="2">Recipient</td></tr>
<tr><td>Voice (loud, soft, etc.):</td><td colspan="2" rowspan="2">Name (print):</td></tr>
<tr><td>Speech (fast, slow, etc.):</td></tr>
<tr><td>Diction (clear, muffled):</td><td colspan="2" rowspan="2">Telephone number:</td></tr>
<tr><td>Manner (calm, emotional, etc.):</td></tr>
<tr><td>Did you recognise the voice?</td><td colspan="2" rowspan="3">Signature:</td></tr>
<tr><td>If so, who do you think it was?</td></tr>
<tr><td>Was the caller familiar with the area?</td></tr>
</table>

A1.3 Appendix 3 – Aerodrome Location Plan (included in Aerodrome Manual)



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BENALLA
RURAL CITY