

AERODROME OPERATOR INTERFACE ARRANGEMENT (AOIA)

Effective Date: 21 November 18

<p>Purpose and Agreement</p>	<p>This Aerodrome Operator Interface Arrangement (“AOIA”) applies to any Aerodrome Operator that has an arrangement with AIRSERVICES AUSTRALIA (ABN 59 689 720 886) of 25 Constitution Avenue, CANBERRA ACT 260 (“Airservices”) relating to any Airservices owned ATEL/ANAV Facility situated on an Aerodrome Operator’s land or premises.</p> <p>Where the terms and conditions of the AOIA apply to Airservices and Aerodrome Operator equally they will be jointly referred to as (“the parties”)</p> <p>The parties understand that this AOIA is an integral part of the safety management of the national airways system, ensuring the continued safe operation of Airservices owned ATEL/ANAV Facilities and is required to enable both parties to meet the provisions of CASR Part 139 and Part 171 and the Manual of Standards (MOS) Part 139 and Part 171.</p> <p>The parties understand that this AOIA describes the arrangement between Airservices and the Aerodrome Operator with regard to infrastructure and works which may affect Airservices owned ATEL/ANAV Facilities of any of the landside or airside areas (as those terms are used in the Civil Aviation Act 1988 (Cth) and its regulations) and prescribes the process and required actions to ensure that Airservices is compliant with the Civil Aviation Safety Regulations (CASR).</p> <p>CASR detail the regulatory requirements and standards for the provision, operation and maintenance of aeronautical telecommunications used for air traffic services and radio navigations services used for air navigation.</p> <p>The Parties undertake to work co-operatively to ensure compliance with all regulations and standards as directed by CASA and CASR and that this AOIA outlines those requirements (as updated by Airservices and supplied to the Aerodrome Operator from time to time).</p> <p>The parties agree to act in good faith in their conduct under this AOIA.</p>
<p>Exclusions</p>	<p>Any ATEL/ANAV Facilities which are privately owned by the relevant Airport and maintained by Airservices will be dealt with under a separate agreement and do not form part of this AOIA.</p>
<p>Validity Period</p>	<p>This AOIA is effective from the date indicated at the top of the AOIA (“Effective Date”) and remains in effect unless it is amended in writing or replaced by Airservices or terminated by either of the parties.</p> <p>The Parties acknowledge that this AOIA supersedes any previous AOIA, Agreement or representation made in relation to Airservices owned ATEL/ANAV Facility situated on an Aerodrome Operator’s land or premises.</p>

Scope	This AOIA applies to a Facility or Facilities agreed to by the parties (as updated when changes occur).
Provision of Electrical Power	<p>The Parties understand that an adequate primary power supply will be available at aerodromes for the safe functioning of air navigation Facilities pursuant to ICAO annex 14 Chapter 8.</p> <p>Where Standby Power Facility is applicable to the relevant Airport and where Airservices and the Aerodrome Operator provide mains and or standby power to each other, where possible advance notice of any planned maintenance activity or other potential disruption to the power will be given to the other party.</p> <p>This is subject to the relevant network or electricity provider providing notice to either or both of the parties of such maintenance or disruption.</p> <p>Where Airservices or the Aerodrome Operator are responsible for any outage to the Standby Power Facility immediate notification will be given to the other party with consistent updates about the actions taken and proposed times to restoration where known.</p> <p>Where a Standby Power Facility is to be withdrawn, 12 (twelve) months written notice should be given by one party to the other.</p>
Cabling Management	<p>Each party will notify the other prior to carrying out:</p> <ul style="list-style-type: none"> • Relevant works including any planned developments, excavation or works on the aerodrome • Works on cabling which connects ATEL/ANAV or Airport Facilities or a Cable Interface Point • Planned excavation in the vicinity of Airservices owned or controlled power cabling • Mobile Plant Operation in the vicinity of Airservices owned control or power cabling <p>The Aerodrome Operator agrees to provide Airservices Technical Operations Centre with an electronic copy of the Permit to Work documentation complete with full contact details of the contractor/ worker for review.</p> <p>Where interfaces exist between cabling that connects with an ATEL/ANAV or Aerodrome Operator's Facility, a listing of service, cable designation (and drawings) and Interface Point (s) is to be maintained by the parties.</p>
Aerodrome Works	<p>The Manual of Standards (MOS) Part 139, Section 11 describes responsibilities to ensure proposed aerodrome works (Time Limited or an Extensive Nature) do not adversely affect planned or existing ATEL/ANAV Facilities.</p> <p>Airservices agrees to consult with the Aerodrome Operator where a potential risk to ATEL/ ANAV Facilities has been identified in direct consequence to the Proposed Works.</p>

	<p>The Parties undertake to consult with each other via the Airservices Support Services Team as a point of contact with any requests or questions in relation to any proposed aerodrome works or developments that may impact ATEL/ANAV Facilities including Building Restricted Areas. This is to ensure safe planning and coordination and to determine whether a Method of Working Plan is required.</p> <p>Works that need to be consulted may include but are not limited to:</p> <ul style="list-style-type: none"> • Any proposed activity, works, development or erection of structures (eg buildings, hangers, fences, roads, stockpiling, welding etc) • Planned excavation in the vicinity of Airservices owned Facilities and/or control or power cabling • Works on electrical power supply mains and/ or standby electrical power supply • Works on cabling which connects Facilities, interface points etc • Vehicle and plant movements • Changes to or upgrade to Airport Lighting Control and monitoring systems • Impact to siting and clearance areas <p>Note: Formal assessment of Airport Development Plans from an Airport can take up to eight (8) weeks.</p>
<p>Method of Working Plans (MOWP)</p>	<p>The purpose of the MOWP is to detail work procedures relating to any proposed work, including but not limited to construction and maintenance work on an aerodrome.</p> <p>A review of the MOWP by Airservices aims to ensure that any risk to the ATEL/ANAV Facilities or provision of ATS is eliminated or maintained As Low as Reasonably Practicable (ALARP) through the development and application of effective risk mitigation and management strategies for the work to be performed.</p> <p>Pursuant to MOS Part 139 Chapter 10 – Section 10.11.17 and in addition to the required Air Traffic Control (ATC) and Aviation Rescue and Fire Fighting (ARFF) contacts, the Aerodrome Operator agrees to add Airservices Technical Operations Centre to the distribution list of all future Proposed Works.</p> <p>The Aerodrome Operator agrees to provide Airservices with no less than ten (10) business days notice prior to the proposed works commencement date to review and respond to the MOWP Submission.</p> <p>Note in accordance with MOS Part 139 Chapter 10 Section 10.10.2 the requirement to provide a MOWP to Airservices applies to an aerodrome used by aircraft of more than 5,700 kg maximum take off weight.</p>

Removal/ Restoration of Part 171 Facility	<p>Where an ATEL/ANAV Facility is to be removed and /or restored coordination is to be done through Airservices Technical Operations Centre who will advise the relevant affected groups, including operational air traffic control.</p> <p>Airservices staff and/or contractors who are responsible for the provision of the service to an ATEL/ANAV Facility will be qualified and trained technicians in accordance with Part 171.050 and MOS Part 171 clauses 5.1 and 5.2.</p>
Fault Reporting	<p>The Aerodrome Operator and Airservices should advise the other party as soon as practicable of any Fault it detects in the other party's property or Facilities.</p> <p>In accordance with Airservices Fault reporting procedure, Airservices requires that</p> <ul style="list-style-type: none"> ▪ The Aerodrome Operator report the ATEL/ANAV Fault as soon as practicable to the Airservices Support Services Team; and ▪ The Fault Report will include <ul style="list-style-type: none"> ▪ the Facility details ▪ A full description of the Fault ▪ full contact details of the person reporting the Fault ▪ full contact details of the person rectifying the Fault (if known) <p>The point of contact for reporting ATEL/ANAV Facility Faults is via the Airservices Support Services Team.</p>
Access and Security	<p>The Aerodrome Operator will provide Airservices with any relevant airport access and security provision, including those set out in the Aviation Transport Security Act 2004 (and its regulations) and any Transport Security Program specific to an Aerodrome or Aerodrome Operator.</p> <p>Under these regulations all airside Facility operators must prevent unauthorised access to airside through their leased area/ Facility.</p> <p>Subject to the above and any lease arrangement in place, the Aerodrome Operator is, where it is lawfully able to do so, expected to provide Airservices reasonable access to Airservices owned Facilities located on the aerodrome.</p> <p>If there are any specific restrictions including access, control, timing or other aspects affecting aspects that need to be advised, the Aerodrome Operator undertakes to notify Airservices Support Services Team as far in advance as possible prior to required access of these specifics.</p> <p>Airservices agrees to comply with those access and security provisions as notified by the Aerodrome Operator.</p> <p>Airservices staff will wear and display an Aviation Security Identification Card (ASIC) and or an Airservices or Aerodrome Operator issued Visitor Identification Card (VIC). Any person wearing a VIC must be supervised at all times by an authorised person displaying an ASIC.</p>

	<p>The control of airside access and all other security matters through the Facility, which adjoins airside and landside is the responsibility of the leaseholder of the building or site.</p> <p>NOTE: Where regulatory provisions specify, all VIC's will only be issued by the Airport.</p>
Site Security	<p>Airservices will maintain a security program which includes physical security measures and procedures to:</p> <ul style="list-style-type: none"> ▪ Prevent damage to its Facilities ▪ Respond to a threat of intentional damage to its Facilities ▪ Prevent unauthorised persons accessing the Facilities ▪ Minimise the risk of unlawful interference with aviation, including security threats ▪ Minimise major security threats against critical air traffic facilities, aeronautical navigation facilities, telecommunications facilities and surveillance facilities.
Vehicle Control	<p>The Aerodrome Operator agrees to provide Airservices with any relevant airside vehicle control procedures and to consult with Airservices whenever changes to airside vehicle control procedures are required particularly where they affect vehicle operations on the manoeuvring areas of the airport.</p> <p>Airservices agrees to comply with such provisions advised or notified by the Aerodrome Operator.</p> <p>Vehicles are to be marked with Airservices Identification signs and provided with portable rotating beacons.</p> <p>Airservices employees driving approved vehicles airside must be in possession of a valid Aerodrome specific airside Drivers authority.</p> <p>Where access to non operational areas is required the relevant Aerodrome Operator must be contacted prior to driving airside as an escort may be required.</p>
General Arrangements	<p>The following general arrangements are understood between the parties:</p> <ul style="list-style-type: none"> • Wearing high visibility reflective vests are required when airside • Smoking is prohibited airside • Wearing seatbelts is mandatory when driving airside • Hearing protections must be available • Wearing enclosed footwear is required. <p>The parties agree to comply with Drug and Alcohol Management Plans and Testing provisions in accordance with CASA regulations.</p> <p>The parties agree that for airside works and projects Airservices will comply with the requirements of the Airport (building control) regulations and approval processes.</p>

Site Specific Arrangements and procedures	<p>Any site specific arrangements for a particular Aerodrome or any specific requirements imposed on Airservices from the Aerodrome Operator will be advised to Airservices on an as needs basis.</p> <p>The parties agree to advise the other and act in good faith to advise of any specific procedures and instructions relevant to a particular Aerodrome (for example low visibility operations). These site specific details will be kept in a Site Manifest regularly updated by Airservices.</p>
Contact Details	<p>Airservices should be contacted as follows:</p> <p>For notifications of proposed aerodrome works, Facility Faults and failures, and any other matter covered in the AOIA contact:</p> <p>Airservices Support Services Team Email: servicedesk.airways@airservicesaustralia.com Telephone : 02 6268 4777</p> <p>For ATEL/ANAV Removal/ Restoration notifications or Permit to Work enquiries and requests contact:</p> <p>Airservices Technical Operations Centre Email: mowp@airservicesaustralia.com</p> <p>In the event of any emergency that is likely to impact Airservices Australia facilities please telephone 02 6268 4777</p> <p>The Aerodrome Operator undertakes to regularly review the contact details it has provided to Airservices and to update them via the below details whenever changes are made.</p> <p>Any changes to Airservices details listed below will result in Airservices issuing a new updated AOIA.</p>
Facilities Provided	<p>The Facility / Facilities provided will be agreed on by the parties and updated regularly by review and notification. The onus is on both parties to communicate regularly to ensure these Facilities records are correct and up to date.</p>

DEFINITIONS

Aerodrome Operator means the person or entity authorised by CASA to operate an aerodrome.

Aerodrome Works – Extensive Nature – means works that are conducted on an aerodrome that take more than 30 minutes to complete. These works are often subject to a Method of Working Plan (MOWP)

Aerodrome Works – Time Limited – means works that are conducted on an aerodrome that take less than 30 minutes to complete including but not limited to lawn mowing, runway inspection foreign object debris (FOD) retrieval etc.

Aeronautical Radio Navigation Service (ANAV) means a radio navigation service intended for the benefit and for the safe operation of aircraft.

Aeronautical Telecommunication Service (ATEL) means an aeronautical broadcast service, or an aeronautical fixed service, or an aeronautical mobile service that supports an Air Traffic Service (ATS) or any system that processes or displays air traffic control data.

ATS means Air Traffic Service as defined in Annex 11 to the Convention on International Civic Aviation.

Airport means the specific aerodrome related to an Aerodrome Operator listed in **ERSA**.

Airport Development Plans means the development of investment plans to meet existing or evolving projected demand.

Airport Lighting Control means aerodrome lighting control equipment.

Airservices Support Team means servicedesk.airways@airservicesaustralia.com and Telephone 02 6268 4777

Airservices Technical Operations Centre means mowp@airservicesaustralia.com

ALARP means As Low as Reasonably Practicable

ASIC means an Aviation Security Identification Card

ATEL/ANAV Facilities – a telecommunication or radio navigation service provided using one or more Facilities at one or more locations with each Facility consisting of one item of equipment or items of interconnected equipment at a particular location owned by Airservices

Building Restricted Areas means an area in which static structures such as airport hangars, large buildings, perimeter fences, trees etc, may affect the **ILS** signal-in-space and is required to be assessed by an ILS Technical Authority.

Cable Interface Point means the cable designation, interface point and Facility

CASA – means Civil Aviation Safety Authority established by the Civil Aviation Act 1988: the Australian authority responsible for aviation safety standards and their compliance, regulatory and industry surveillance functions.

CASR – means the Civil Aviation Safety Regulations 1998

Effective Date means the date of the AOIA arrangement listed at the top of the AOIA

ERSA means En Route Supplement Australia ERSA an Airservices publication detailing aerodrome listings.

Facility/ Facilities – means one or more items of interconnected equipment at one or more locations that provide an aeronautical telecommunication or radio navigation service owned by Airservices published on the Airservices website under the designated AOIA page.

Failure – means an equipment, service or Facility breakdown that causes a loss of service or degradation of the quality of a service to an unacceptable level which is a level noticeable to the user of the service or one that creates a Work Health and Safety Risk.

Fault means an equipment service or Facility malfunction that does not cause the total loss of a service or does not cause degradation of the quality of a service to the point of Failure.

Fault Report means a report that must include:

- the Facility details
- A full description of the Fault
- full contact details of the person reporting the Fault
- full contact details of the person rectifying the Fault (if known)

ICAO – means The **International Civil Aviation Organization (ICAO)** which is a UN specialized agency, established by States in 1944 to manage the administration and governance of the Convention on International Civil Aviation (Chicago Convention). ICAO works with the Convention's 192 Member States and industry groups to reach consensus on international

civil aviation Standards and Recommended Practices (SARPs) and policies in support of a safe, efficient, secure, economically sustainable and environmentally responsible civil aviation sector. These SARPs and policies are used by ICAO Member States to ensure that their local civil aviation operations and regulations conform to global norms, which in turn permits more than 100,000 daily flights in aviation's global network to operate safely and reliably in every region of the world.

ILS means Instrument Landing Systems.

Interface Point means where the Aerodrome Operators responsibility ends and Airservices responsibility commences.

Manual of Standards (MOS) – means Manual of Standards Part 171 — Aeronautical Telecommunication and Radio Navigation Services as amended made under subsection 9 (1) of the *Civil Aviation Act 1988* and regulation 171.017 of the *Civil Aviation Safety Regulations 1998*. It comprises specifications (Standards) prescribed by **CASA** of uniform application determined to be necessary for the safety of air navigation.

Method of Working Plan (MOWP) means a formal operational document that details work procedures relating to proposed work, including but not limited to construction and maintenance work on an aerodrome.

Mobile Plant Operation means operation of powered mobile plant (machinery and equipment) such as but not limited to cranes, forklifts, excavators, backhoes and bulldozers.

Part 139 of CASR prescribes the requirements for aerodromes used in air transport operations.

Part 171 of CASR 1998 prescribes the regulatory requirements and standards for the approval of organisations that provide, operate, and maintain aeronautical telecommunications used for air traffic services, and radio-navigation services used for air navigation.

Permit to Work means the formal permit document that outlines what work needs to be completed and dates of required completion.

Proposed Works means the works that are put forward for consideration, discussion approval or adoption.

Site Manifest means a document maintained by Airservices which must be read by any person attending a specific site and outlines anything specific to the site that must be known by any person attending an Aerodrome.

Standby Power Facility means Emergency Backup Power.

VIC means a Visitor Identification Card.