

FACILITY OPERATIONAL LEVEL OF SERVICE MANUAL

Airports

Version 1.0

Adopted by Council on 28 May 2014

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1.0 INTRODUCTION

1.1 Service Centric Asset Management

The Barcaldine Regional Council (BRC) owns, leases, operates and maintains assets to deliver services to the community, businesses, visitors and other stakeholders.

Council Manages, uses and maintains its assets through a combination of planning and implementation activities at both the strategic and operational level, within the framework shown below.

PLANNING					IMPLEMENTING			
CORPORATE AND FINANCIAL PLANNING				Reviewing and Updating of Planning Documents	REPORTING ON SERVICE DELIVERY AND COSTS			
FACILITY STRATEGIC MANAGEMENT PLAN					ACCOUNTING OF SERVICE DELIVERY AND MAINTENANCE			
ASSET CLASS STRATEGIC MANAGEMENT PLAN					MANAGING COUNCIL'S WORKFORCE			
TECHNICAL INSPECTIONS					MANAGING AND MAINTAINING FACILITIES & ASSETS			
FACILITY OPERATIONAL LEVEL OF SERVICE MANUALS					COLLECTING AND MAINTAINING DATA & INFORMATION			
ASSET CLASS OPERATIONAL LEVEL OF SERVICE MANUALS					DELIVERING SERVICES			
CONDITION ASSESSMENT MANUALS								




This Airport Management Document is a Facility Operational Level of Service Manual, which is a Level 1 planning and guidance document for managers and their staff to refer to in managing the Councils airport for which they are responsible for operating and maintaining.

- The Asset Manager is responsible for maintaining the currency of this Manual; and
- The Airport Managers are responsible for maintaining the airports and their assets, and reporting on the condition of the airport assets per the guidance contained within this document.

2.0 ASSET HIERARCHIES

2.1 Runway (Primary) Hierarchy Definition

The Barcaldine Regional Council (BRC) airports hierarchy is based on the runway hierarchy is per the following tables, noting that all runways within each airport are accredited to the same level irrespective of the service being provided for the main runway.

Runway / Hierarchy	Service Function Description	Agreed Service Requirements	Typical Image
Airport - Certified	<ul style="list-style-type: none"> Provides air traffic manoeuvres to accommodate Regular Public Transport (RPT) of more than 30 seats NOTAMS are required for airside activities Annual Technical /Safety Inspection required 	<ul style="list-style-type: none"> All weather sealed runway in accordance with Manual of Standards (MOS) Part 139 Aerodromes for a type 3C aircraft 	
Airport - Registered	<ul style="list-style-type: none"> Provides air traffic manoeuvres to accommodate Commercial Transport of 10 to 30 seats NOTAMS are required for airside activities Annual Safety Inspection required 	<ul style="list-style-type: none"> All weather sealed runway in accordance with Manual of Standards (MOS) Part 139 Aerodromes for aircraft of less than 5700kg MTOW. 	
Aircraft - Landing Area (ALA)	<ul style="list-style-type: none"> Provides air traffic manoeuvres to for non-commercial purposes. NOTAMS are <u>not</u> required for airside activities 	<ul style="list-style-type: none"> All weather sealed runway in accordance with Manual of Standards (MOS) Part 139 Aerodromes for aircraft of less than 5700kg MTOW 	

Relevant Condition Assessment Manuals

Listed below are the relevant Condition Assessment Manuals that should be used when assessing asset condition.

Asset Category	Title of Condition Assessment Manual	Version
<ul style="list-style-type: none"> Road 	<ul style="list-style-type: none"> Road Condition Assessment Manual 	Version 2, Adopted by Council April 2014
	<ul style="list-style-type: none"> Urban Road Maintenance Service Manual 	Version 1, Adopted by Council April 2014

2.2 Building and Other Structures Hierarchy Definition

The BRC Building Hierarchy is defined in the Building Maintenance Level of Service Manual and is dependent on:

- The building utilisation (a combination of days used & duration of use);
- The purpose of the building (i.e. the importance of the building to Council and the community);
- The impact on the community if the building was unavailable.

Purpose	Service Function Description	Agreed Service Requirements	Typical Image
Buildings	<ul style="list-style-type: none"> ▶ Terminals ▶ Amenities 	<ul style="list-style-type: none"> ▶ Provide shelter for personnel utilising the airports ▶ Provide secure storage facilities for security screening equipment ▶ Provide secure passenger check-in facilities for RPT operators. ▶ Public toilet facilities open 24/7 	
Other Structures	<ul style="list-style-type: none"> ▶ Sheds / hangers ▶ Footpaths 	<ul style="list-style-type: none"> ▶ Provide storage for equipment and aircraft ▶ Provide for the safe movement of people between various facilities within the airport facility 	

Listed below are the relevant Condition Assessment Manuals that should be used when assessing asset condition.

Asset Category	Title of Manual	Version
<ul style="list-style-type: none"> ▶ Building 	<ul style="list-style-type: none"> ▶ Building Maintenance LoS Manual 	Version 1, adopted by Council April 2014
<ul style="list-style-type: none"> ▶ Other Structure 	<ul style="list-style-type: none"> ▶ Other Structure Condition Assessment Manual 	To be completed

2.3 Enabling Infrastructure Hierarchy Definition

The BRC Enabling Infrastructure Hierarchy is per the following tables.

Purpose	Service Function Description	Agreed Service Requirements	Typical Image
Security	<ul style="list-style-type: none"> ▶ Fences ▶ X-ray Facilities 	<ul style="list-style-type: none"> ▶ Persons or livestock likely to gain unauthorised access to the airside. ▶ Prevention of access to RPT aircraft of prohibited materials / items 	
Safety	<ul style="list-style-type: none"> ▶ Windsock ▶ Communications Equipment ▶ Runway Lights 	<ul style="list-style-type: none"> ▶ Indicate to aircraft wind direction and strength ▶ Enable aircraft to identify the CTAF ▶ Enable aircraft to remotely switch on runway and windsock lighting ▶ Enable aircraft to utilise the facility for night operations 	
Civil Infrastructure	<ul style="list-style-type: none"> ▶ Culverts ▶ Drains 	<ul style="list-style-type: none"> ▶ Allow passage of storm water under runways and security fencing ▶ Convey water from airports. ▶ Prevent ponding of water and macro environmental habitat for wild life 	

Listed below are the relevant Condition Assessment Manuals that should be used when assessing asset condition.

Asset purpose	Title of Manual	Version
▶ Security	<ul style="list-style-type: none"> ▶ Other Structure Condition Assessment Manual ▶ TSP and Airport Manual ▶ RPT operators emergency Manual 	<p>To be developed</p> <p>Controlled access</p>
▶ Safety	<ul style="list-style-type: none"> ▶ Airport Condition assessment manual & LoS Manual 	To be completed
▶ Civil Infrastructure	<ul style="list-style-type: none"> ▶ Road Condition Assessment Manual & Urban Road Maintenance Service Manual 	Version 2, Adopted by Council April 2014

2.4 Mobile Equipment & Plant Hierarchy Definition

The BRC Mobile Equipment & Plant Hierarchy is per the following tables.

Purpose	Service Function Description	Agreed Service Requirements	Typical Image
Equipment	▶ Mobile Runway lights	▶ Available within 4 hours for incoming RFDS aircraft	

Listed below are the relevant Operational Condition Assessment Manuals that should be used when assessing asset condition.

Asset Purpose	Title of Operational Conditional Assessment Manual	Version
▶ Equipment	▶ Airport Condition assessment Manual & LoS Manual	To be developed

3.0 LEVEL OF SERVICE

3.1 Level 1 (Internal) Inspections

Aerodrome Category	Asset	Frequency	Performance Indicator	Performance Measure
Airport - Certified	Aircraft Manoeuvring Areas	3 days per week (Pre-RPT)	Frequency of inspections – Track % of inspections undertaken against Inspection Schedule.	Condition inspection audits to ensure defects have been identified correctly
	Windsock – Certified Aerodrome	3 days per week (Pre-RPT)		
	Communications Equipment	3 days per week (Pre-RPT)		
	Runway Lights	3 days per week (Pre-RPT)		
	Fence	Twice Monthly		
Airport - Registered	Aircraft Manoeuvring Areas	Weekly		
	Windsock – Certified Aerodrome	Weekly		
	Communications Equipment	Weekly		
	Runway Lights	Weekly		
	Fence	Monthly		
ALA	Aircraft Manoeuvring Areas	Monthly		
	Windsock – Certified Aerodrome	Monthly		
	Communications Equipment	Monthly		
	Runway Lights	Monthly		
	Fence	Monthly		
All Categories	Buildings	Responsive per Building Level of Service Manual		
	Other Structures	Responsive per Other Structure Level of Service Manual		
	Culverts	Once a Year		
	Drains	Once a Year		
	Footpaths	Per Footpath Level of Service Manual		
	Mobile Equipment	To be determined		

3.2 Level 2 (Regulatory) Inspections

Airport Category	Asset	Frequency	Performance Indicator	Performance Measure
Airport - Certified	Airport Technical Inspection	Annually	Frequency of inspections – Track % of inspections undertaken against Inspection Schedule.	Currently performance monitoring does not occur. Delta S is being developed and piloted.
	Safety Inspection			
	Electrical Inspection			
Airport - Registered	Safety Inspection			
	Electrical Inspection			
ALA	Electrical Inspection			

4.0 INSPECTION RESPONSE TIMES

Defined as response times to a defect found from date of inspections and/or submission of customer request

Aerodrome Category	Asset	Response Time	Performance Measure
Airport - Certified	Any Defect found	Make safe immediately, raise NOTAM and to Airport Manager	100% of Defects found or reported
Airport - Registered	Any Defect found	Make safe immediately and raise NOTAM and to Airport Manager	
ALA	Any Defect found	Make safe immediately and report to Airport Manager	