Shire of Derby / West Kimberley

UNCONFIRMED MINUTES

Audit and Risk Committee Meeting

Tuesday, 10 December 2024

Date: **Tuesday, 10 December 2024**

Time: **4:00 PM**

Location: **Council Chambers**
Clarendon Street
Derby

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MINUTES OF SHIRE OF DERBY / WEST KIMBERLEY
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, CLARENDON STREET, DERBY
ON TUESDAY, 10 DECEMBER 2024 AT 4:00 PM

PRESENT:

(In Person) Cr Andrew Twaddle (Chair), Mr Peter McCumstie (President), Cr Geoff Haerewa (Deputy President) and Cr Brett Angwin.

PRESENT:

(Remote) Cr Geoff Davis.

IN ATTENDANCE: Tamara Clarkson (Acting Chief Executive Officer), Wayne Neate (Director Infrastructure), Neil Hartley (Director Strategic Business), Dale Putland (Acting Director Community Planning), Jill Brazil (Acting Director Corporate Services), Andrew Melville (Manager Ports), Luke Lawrence (Manager Community Development), Aaron Gloor (Senior Finance Officer), Sarah de Jong (Executive Services Coordinator),Telia Reilly (Administration Coordinator and Executive Assistant)

VISITORS: Amit Kabra – RSM Australia – Partner, Krushna Hirani – RSM Australia – Senior Manager, Audit & Assurance, Kellie Tonich – Senior Director, Financial Audit – Office of the Auditor General for Western Australia (left the meeting at 4:31pm).

Stuart Herring (Redfish Technologies) and Craig Wall (Managed IT)

GALLERY: Nil

APOLOGIES: Nil

APPROVED LEAVE OF ABSENCE: Nil

ABSENT: Nil

1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 4:05pm by Cr Andrew Twaddle.

2 ACKNOWLEDGEMENT OF COUNTRY

In the spirit of reconciliation, the Shire of Derby/West Kimberley acknowledges the traditional custodians of country throughout the Shire and their connection to land, sea and community.

The Shire of Derby/West Kimberley would like to pay respect to the past, present and future traditional custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

3 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

A Council Member may attend council or committee meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in any rolling 12 months prior period. Authorisation can only be provided if the location and the equipment to be used by the Council Member is suitable to enable effective, and where necessary confidential, engagement in the meeting's deliberations and communications.

- Cr Geoff Davis

4 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

5 DISCLOSURE OF INTERESTS

5.1 Declaration of Financial Interests

- Nil.

5.2 Declaration of Proximity Interests

- Nil.

5.3 Declaration of Impartiality Interests

- Nil.

6 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

- Annual Financial Report – 2023/2024
    - Amit Kabra – RSM Australia – Partner,
    - Krushna Hirani – RSM Australia – Senior Manager, Audit & Assurance,
    - Kellie Tonich – Senior Director, Financial Audit – Office of the Auditor General for Western Australia

Presentation started at 4:09pm

Presentation ended and Amit Kabra, Krushna Hirani and Kellie Tonich left the meeting at 4:31pm.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RESOLUTION AC24/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Haerewa

That the Minutes of the Audit and Risk Committee Meeting held at the Council Chambers, Clarendon Street, Derby, on 22 August 2024 be CONFIRMED.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

8 REPORTS

8.1 ANNUAL FINANCIAL REPORT - 2023/2024

File Number: **4105**

Author: **Jill Brazil, Acting Director of Corporate Services**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Legislative**

SUMMARY

To consider and accept the audited Annual Financial Report and the Office of the Auditor General's (OAG) Independent Audit Report of the Shire of Derby / West Kimberley for the financial year ended the 30 June 2024.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

Council is required to accept the Audited Financial Report which will be included as part of the Annual Report.

Each year, the Shire is required to produce its Annual Financial Report and send the report to the Shire's auditor by 30 September (Section 6.4 (3) of the *Local Government Act 1995*). The Office of Auditor General appointed RSM as the Shire's auditors. They have now completed the audit and have provided their Independent Auditor Report and Management Report.

Shire staff together with consultants, Moore Australia worked in collaboration to prepare the financial statements that were presented to the auditors.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* sets out the requirements for the preparation of the annual financial report as follows:

Section 6.4 (1) and (2) requires the Shire to prepare an annual financial report for the preceding financial year which is to be presented in the manner and form prescribed.

Section 6.4 (3) requires the Shire to submit to its auditor the accounts balanced up to the last day of the preceding financial year and to submit the annual financial report by 30 September.

Section 5.53(2)(f) and 5.53(2)(h) requires the Shire to prepare an annual report that includes the financial report and auditor's report for the financial year.

Section 5.54 requires the Shire to accept the annual report for a financial year by no later than 31 December after that financial year; unless the auditor's report is not available in time, then it is to be accepted no later than two months after the auditor's report becomes available.

Regulation 51(2) of the *Local Government (Financial Management) Regulations 1996* requires a local government to submit a copy of the annual financial report to the Department within 30 days of Local Government receiving the auditor's opinion on the financial position and the results of the operations of the local government.

Regulation 10(1) of the *Local Government (Audit) Regulations 1996* requires the auditors to submit an audit report to the persons specified in section 7.9(1) of the LGA within 30 days of completing the audit.

Regulation 10(2) and 10(3) of the Local Government (Audit) Regulations 1996 provides full details about what the auditor's report is required to report on. The report is to include any material matters that, in the opinion of the auditor, indicate significant adverse trends in the financial position or the financial management practices. It must also report on any matters indicating non-compliance with Part 6 of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, or applicable financial controls in any other written law.

Regulation 10(4) of the *Local Government (Audit) Regulations 199*6 considers where appropriate, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) of the *Local Government Act 1995* with the auditor's report.

All statutory requirements related to the Annual Financial Report 2023/2024 have been met.

POLICY IMPLICATIONS

The Annual Financial Statements are prepared in accordance with the Australian Accounting Standards and comply with the Shire's Significant Accounting Policy which provides requirements on how transactions are performed or treated in an accounting context.

FINANCIAL IMPLICATIONS

The Annual Financial Statements set out the operating results for the Shire for the year ended 30 June 2024 and the assets and liabilities as at that date, together with other relevant financial information.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Failure to prepare and adopt the Annual Financial Report would result in non-compliance with its statutory responsibilities under the *Local Government Act 1995*	Rare	Moderate	Low	Accept Officer recommendation

CONSULTATION

Office of the Auditor General

RSM, contracted by OAG to conduct audit

Moore WA, the Shire's financial services provider

COMMENT

The independent audit report issued by OAG is an unqualified report.

RSM has completed their audit of Council's financial affairs for the financial year ended 30 June 2024. The primary financial statements which have been prepared to finalise the report for 2023/24 are:

Statement of Comprehensive Income;

Statement of Financial Position;

Statement of Changes in Equity; and

Statement of Cash Flows.

Statement of Comprehensive Income

The Statement of Comprehensive Income of the Financial Statement shows the extent to which operating expenditure has exceed Operating Revenue during the financial year, resulting in an operating surplus of $6,786,602.

Statement of Financial Position

The Statement of Financial Position income of the Financial Statement total equity of $343,831,860.

Statement of Cash Flows

The Statement of Cash Flows of the Financial Statement indicates a decrease in cash flow of $2,948,817 over the financial year leaving a total balance of Cash and Cash equivalents being $7,895,069.

Statement of Financial Activity

The Statement of Financial Activity of the Financial Statement show a total surplus to be carried through to the 2024/25 year of $4,266,700.

The Audit and Risk Committee is to examine the report of the auditor and determine if any matters raised by the report require action to be taken and ensure appropriate action is taken in the future.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Draft Annual Financial Report 2023-2024**
2. **Financial Audit Management Letter Attachment A - 30 June 2024**
3. **Information Systems Management Letter Attachment B - 30 June 2024**
4. **Auditor's Closing Report - 30 June 2024**

COMMITTEE RESOLUTION AC25/24

Moved: Mr Peter McCumstie
Seconded: Cr Brett Angwin

That the Audit and Risk Committee recommends to Council:

1. Notes the draft audited Annual Financial Report 2023/2024; and

2. Notes the Independent Audit Report and Auditor's Closing Report.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

SHIRE OF DERBY-WEST KIMBERLEY

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024

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The Shire of Derby-West Kimberley conducts the operations of a local government with the following community vision:

A place where people want to live, invest, visit and return to.

Principal place of business:
30 Loch Street
Derby WA 6728

SHIRE OF DERBY-WEST KIMBERLEY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

STATEMENT BY CEO

The accompanying financial report of the Shire of Derby-West Kimberley has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2024 and the financial position as at 30 June 2024.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 4 day of December 2024

Acting CEO

Tamara Clarkson

Name of CEO

SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual	2024 Budget	2023 Actual
		$	$	$
Revenue				
Rates	2(a),24	9,116,320	9,138,088	8,668,941
Grants, subsidies and contributions	2(a)	14,376,356	2,267,154	11,260,515
Fees and charges	2(a)	6,127,002	5,541,756	5,788,836
Interest revenue	2(a)	255,634	187,000	249,316
Other revenue	2(a)	1,869,985	667,520	1,271,219
		31,745,297	17,801,518	27,238,827
Expenses				
Employee costs	2(b)	(13,975,600)	(14,140,787)	(10,052,651)
Materials and contracts		(24,223,701)	(12,547,595)	(10,342,414)
Utility charges		(1,069,245)	(765,175)	(823,784)
Depreciation		(7,972,106)	(7,500,000)	(7,764,982)
Finance costs		(419,062)	(89,360)	(368,364)
Insurance		(1,335,474)	(1,776,469)	(1,444,271)
Other expenditure	2(b)	(846,723)	(682,589)	(446,625)
		(49,841,911)	(37,501,975)	(31,243,091)
		(18,096,614)	(19,700,457)	(4,004,264)
Capital grants, subsidies and contributions	2(a)	15,346,711	28,120,710	10,217,670
Profit on asset disposals		18,342	0	68,800
Loss on asset disposals		(665,474)	0	0
Loss on revaluation of Other infrastructure- footpaths	9(a)	0	0	(164,984)
		14,699,579	28,120,710	10,121,486
Net result for the period	23(b)	**(3,397,035)**	**8,420,253**	**6,117,222**
Other comprehensive income for the period				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	16	(3,389,567)	0	16,720,901
Total other comprehensive income for the period	16	**(3,389,567)**	**0**	**16,720,901**
Total comprehensive income for the period		**(6,786,602)**	**8,420,253**	**22,838,123**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2024

	NOTE	2024	2023
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	7,895,069	10,843,886
Trade and other receivables	5	3,585,642	2,207,236
Other financial assets	4(a)	975,801	975,801
Inventories	6	26,222	50,780
Other assets	7	57,207	313,412
TOTAL CURRENT ASSETS		12,539,941	14,391,115
NON-CURRENT ASSETS			
Trade and other receivables	5	124,147	118,798
Property, plant and equipment	8	48,148,506	47,313,725
Infrastructure	9	307,458,558	304,315,196
TOTAL NON-CURRENT ASSETS		355,731,211	351,747,719
TOTAL ASSETS		368,271,152	366,138,834
CURRENT LIABILITIES			
Trade and other payables	11	5,740,736	4,993,032
Other liabilities	12	947,063	1,192,405
Borrowings	13	5,539,077	237,288
Employee related provisions	14	955,938	963,120
Other provisions	15	56,144	56,144
TOTAL CURRENT LIABILITIES		13,238,958	7,441,989
NON-CURRENT LIABILITIES			
Borrowings	13	1,908,378	2,447,455
Employee related provisions	14	129,936	97,550
Other provisions	15	9,162,020	5,533,378
TOTAL NON-CURRENT LIABILITIES		11,200,334	8,078,383
TOTAL LIABILITIES		24,439,292	15,520,372
NET ASSETS		343,831,860	350,618,462
EQUITY			
Retained surplus		63,410,169	66,807,204
Reserve accounts	27	975,801	975,801
Revaluation surplus	16	279,445,890	282,835,457
TOTAL EQUITY		343,831,860	350,618,462

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	RETAINED SURPLUS	RESERVE ACCOUNTS	REVALUATION SURPLUS	TOTAL EQUITY
		$	$	$	$
Balance as at 1 July 2022		**60,689,982**	**975,801**	**266,114,556**	**327,780,339**
Comprehensive income for the period					
Net result for the period		6,117,222	0	0	6,117,222
Other comprehensive income for the period	16	0	0	16,720,901	16,720,901
Total comprehensive income for the period		6,117,222	0	16,720,901	22,838,123
Balance as at 30 June 2023		**66,807,204**	**975,801**	**282,835,457**	**350,618,462**
Comprehensive income for the period					
Net result for the period		(3,397,035)	0	0	(3,397,035)
Other comprehensive income for the period	16	0	0	(3,389,567)	(3,389,567)
Total comprehensive income for the period		(3,397,035)	0	(3,389,567)	(6,786,602)
Balance as at 30 June 2024		**63,410,169**	**975,801**	**279,445,890**	**343,831,860**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual	2023 Actual
		$	$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		9,171,197	9,152,480
Grants, subsidies and contributions		13,375,732	10,684,509
Fees and charges		5,860,549	5,454,604
Interest revenue		255,634	249,316
Goods and services tax received		4,215,970	2,385,653
Other revenue		1,869,985	1,271,219
		34,749,067	29,197,781
Payments			
Employee costs		(13,828,513)	(9,624,967)
Materials and contracts		(23,401,208)	(12,744,963)
Utility charges		(1,069,245)	(823,784)
Finance costs		(194,697)	720,035
Insurance paid		(1,335,474)	(1,444,271)
Goods and services tax paid		(4,221,924)	(2,269,702)
Other expenditure		(846,723)	(267,667)
		(44,897,784)	(26,455,319)
Net cash provided by (used in) operating activities	17(b)	(10,148,717)	2,742,462
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for financial assets at amortised cost		0	(975,801)
Payments for purchase of property, plant & equipment	8(a)	(2,881,709)	(1,438,004)
Payments for construction of infrastructure	9(a)	(9,753,162)	(9,389,749)
Capital grants, subsidies and contributions		14,963,716	8,838,124
Proceeds from sale of property, plant & equipment		108,343	113,289
Net cash provided by (used in) investing activities		2,437,188	(2,852,141)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	26(a)	(2,237,288)	(381,778)
Proceeds from new borrowings	26(a)	7,000,000	0
Net cash provided by (used in) financing activities		4,762,712	(381,778)
Net (decrease) in cash held		(2,948,817)	(491,457)
Cash at beginning of year		10,843,886	11,335,343
Cash and cash equivalents at the end of the year	17(a)	7,895,069	10,843,886

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual	2024 Budget	2023 Actual
		$	$	$
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	24	8,687,508	8,617,508	8,238,056
Rates excluding general rates	24	428,812	520,580	430,885
Grants, subsidies and contributions		14,376,356	2,267,154	11,260,515
Fees and charges		6,127,002	5,541,756	5,788,836
Interest revenue		255,634	187,000	249,316
Other revenue		1,869,985	667,520	1,271,219
Profit on asset disposals		18,342	0	68,800
		31,763,639	17,801,518	27,307,627
Expenditure from operating activities				
Employee costs		(13,975,600)	(14,140,787)	(10,052,651)
Materials and contracts		(24,223,701)	(12,547,595)	(10,342,414)
Utility charges		(1,069,245)	(765,175)	(823,784)
Depreciation		(7,972,106)	(7,500,000)	(7,764,982)
Finance costs		(419,062)	(89,360)	(368,364)
Insurance		(1,335,474)	(1,776,469)	(1,444,271)
Other expenditure		(846,723)	(682,589)	(446,625)
Loss on asset disposals		(665,474)	0	0
Loss on revaluation of non-current assets		0	0	(164,984)
		(50,507,385)	(37,501,975)	(31,408,075)
Non cash amounts excluded from operating activities	25(a)	8,814,497	7,500,000	9,053,917
Amount attributable to operating activities		(9,929,249)	(12,200,457)	4,953,469
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		15,346,711	28,120,710	10,217,670
Proceeds from disposal of assets		108,343	0	113,289
		15,455,054	28,120,710	10,330,959
Outflows from investing activities				
Purchase of property, plant and equipment	8(a)	(2,881,709)	(10,369,146)	(1,438,004)
Purchase and construction of infrastructure	9(a)	(9,753,162)	(24,410,472)	(9,389,749)
		(12,634,871)	(34,779,618)	(10,827,753)
Amount attributable to investing activities		2,820,183	(6,658,908)	(496,794)
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from borrowings	26(a)	7,000,000	10,000,000	0
		7,000,000	10,000,000	0
Outflows from financing activities				
Repayment of borrowings	26(a)	(2,237,288)	(395,335)	(381,778)
Transfers to reserve accounts	27	0	(483,324)	0
		(2,237,288)	(878,659)	(381,778)
Amount attributable to financing activities		4,762,712	9,121,341	(381,778)
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	25(b)	6,613,054	9,738,024	2,538,157
Amount attributable to operating activities		(9,929,249)	(12,200,457)	4,953,469
Amount attributable to investing activities		2,820,183	(6,658,908)	(496,794)
Amount attributable to financing activities		4,762,712	9,121,341	(381,778)
Surplus or deficit after imposition of general rates	25(b)	**4,266,700**	**0**	**6,613,054**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DERBY-WEST KIMBERLEY
FOR THE YEAR ENDED 30 JUNE 2024
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SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

I. BASIS OF PREPARATION

The financial report of the Shire of Derby-West Kimberley which is a Class 2 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 *Leases* which would have required the Shire to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:
- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls;

and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from *AASB 116 Property, Plant and Equipment,* which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying amounts of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment - note 8
  - Infrastructure - note 9
- Expected credit losses on financial assets - note 5
- Measurement of employee benefits - note 14
- Measurement of provisions - note 15

Fair value hierarchy information can be found in note 22

The local government reporting entity
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 28 of the financial report.

Initial application of accounting standards
During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.
- *AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*

This standard resulted in terminology changes relating to material accounting policies (formerly referred to as significant accounting policies).

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:
- *AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- *AASB 2021-7c Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
- *AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback*
- *AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants*

These amendments are not expected to have any material impact on the financial report on initial application.
- *AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*

These amendment may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.
- *AASB 2023-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements*

These amendments may result in additional disclosures in the case of applicable finance arrangements.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Timing of revenue recognition
Grants, subsidies and contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management.	Single point in time	Full payment prior to issue	None	On payment of the licence, registration or approval
Fees and charges - airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	On landing/departure event
Fees and charges - sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	At point of sale
Other revenue - private works	Contracted private works	Single point in time	Monthly in arrears	None	At point of service

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2024

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	$	$	$	$	$
Rates	0	0	9,116,320	0	9,116,320
Grants, subsidies and contributions	1,841,319	0	0	12,535,037	14,376,356
Fees and charges	3,872,773	0	2,169,808	84,421	6,127,002
Interest revenue	0	0	150,498	105,136	255,634
Other revenue	1,548,052	0	0	321,933	1,869,985
Capital grants, subsidies and contributions	0	15,346,711	0	0	15,346,711
Total	7,262,144	15,346,711	11,436,626	13,046,527	47,092,008

For the year ended 30 June 2023

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	$	$	$	$	$
Rates	0	0	8,668,941	0	8,668,941
Grants, subsidies and contributions	1,739,755	0	0	9,520,760	11,260,515
Fees and charges	3,779,935	0	1,948,894	60,007	5,788,836
Interest revenue	0	0	134,037	115,279	249,316
Other revenue	895,047	0	0	376,172	1,271,219
Capital grants, subsidies and contributions	0	10,217,670	0	0	10,217,670
Total	6,414,737	10,217,670	10,751,872	10,072,218	37,456,497

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	2024 Actual	2023 Actual
	$	$
Interest revenue		
Trade and other receivables overdue interest	168,697	134,037
Other interest revenue	86,937	115,279
	255,634	249,316
The 2024 original budget estimate in relation to: Trade and other receivables overdue interest was $127,000.		
Fees and charges relating to rates receivable		
Charges on instalment plan	15,080	11,625
The 2024 original budget estimate in relation to: Charges on instalment plan was $12,912.		
(b) Expenses		
Auditors remuneration		
- Audit of the Annual Financial Report	92,588	89,832
- Other services – grant acquittals	0	9,300
	92,588	99,132
Employee Costs		
Employee benefit costs	9,512,107	8,219,908
Other employee costs	4,463,493	1,832,743
	13,975,600	10,052,651
Finance costs		
Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss	194,697	101,868
Provisions: unwinding of discount	224,365	266,496
	419,062	368,364
Other expenditure		
Sundry expense relating to Flood damage AGRN 1044	401,454	13,426
Sundry expenses	445,269	433,199
	846,723	446,625

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

3. CASH AND CASH EQUIVALENTS

	Note	2024	2023
		$	$
Cash at bank and on hand		7,895,069	10,843,886
Total cash and cash equivalents	17(a)	7,895,069	10,843,886
Held as			
- Unrestricted cash and cash equivalents		6,948,006	9,651,481
- Restricted cash and cash equivalents	17(a)	947,063	1,192,405
		7,895,069	10,843,886

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets
Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

4. OTHER FINANCIAL ASSETS

	Note	2024	2023
		$	$
(a) Current assets			
Financial assets at amortised cost		975,801	975,801
		975,801	975,801
Other financial assets at amortised cost			
Term deposits		975,801	975,801
		975,801	975,801
Held as			
- Restricted other financial assets at amortised cost	17(a)	975,801	975,801
		975,801	975,801

MATERIAL ACCOUNTING POLICIES

Other financial assets at amortised cost
The Shire classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierachy (see Note 22 (i)) due to the observable market rates).

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

5. TRADE AND OTHER RECEIVABLES

	Note	2024	2023
		$	$
Current			
Rates and statutory receivables		1,309,642	1,285,777
Trade receivables		2,405,399	1,323,265
GST receivable		132,240	126,286
Allowance for credit losses of rates and statutory receivables		(42,984)	(153,930)
Allowance for credit losses of trade receivables	20(b)	(218,655)	(374,162)
		3,585,642	2,207,236
Non-current			
Rates and statutory receivables		124,147	118,798
		124,147	118,798

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:	Note	30 June 2024 Actual	30 June 2023 Actual	1 July 2022 Actual
		$	$	$
Trade and other receivables from contracts with customers		2,405,399	1,323,265	966,217
Allowance for credit losses of trade receivables	5	(218,655)	(374,162)	(374,162)
Total trade and other receivables from contracts with customers		2,186,744	949,103	592,055

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables
Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables
Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Other receivables
Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers and amounts received as grants for the construction of recognisable non financial assets.

Measurement
Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement
Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

Impairment and risk exposure
Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 20.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

6. INVENTORIES

	Note	2024	2023
Current		$	$
Fuel and materials		9,251	32,270
Visitor centre stock		16,971	18,510
		26,222	50,780
The following movements in inventories occurred during the year:			
Balance at beginning of year		50,780	49,353
Inventories expensed during the year		(235,768)	(127,520)
Additions to inventory		211,210	128,947
Balance at end of year		26,222	50,780

MATERIAL ACCOUNTING POLICIES
General
Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

7. OTHER ASSETS

	2024	2023
	$	$
Other assets - current		
Prepayments	0	22,457
Accrued income	57,207	290,955
	57,207	313,412

MATERIAL ACCOUNTING POLICIES
Other current assets
Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Total Property			Plant and equipment			
	Land	Buildings - non-specialised	Total Property	Furniture and equipment	Plant and equipment	PPE - Work in progress	Total property, plant and equipment
	$	$	$	$	$	$	$
Balance at 1 July 2022	4,213,000	41,380,406	45,593,406	124,118	1,448,176	0	47,165,700
Additions	0	689,996	689,996	18,333	720,952	8,723	1,438,004
Disposals	0	0	0		(44,489)	0	(44,489)
Depreciation	0	(972,558)	(972,558)	(27,056)	(245,876)	0	(1,245,490)
Transfers	0	0	0	(115,395)	115,395	0	0
Balance at 30 June 2023	4,213,000	41,097,844	45,310,844	0	1,994,158	8,723	47,313,725
Comprises:							
Gross balance amount at 30 June 2023	4,213,000	43,040,491	47,253,491	0	3,507,887	8,723	50,770,101
Accumulated depreciation at 30 June 2023	0	(1,942,647)	(1,942,647)	0	(1,513,729)	0	(3,456,376)
Balance at 30 June 2023	4,213,000	41,097,844	45,310,844	0	1,994,158	8,723	47,313,725
Additions	0	1,787,688	1,787,688	0	1,094,021	0	2,881,709
Disposals	0	(618,905)	(618,905)	0	(136,570)	0	(755,475)
Depreciation	0	(983,568)	(983,568)	0	(307,885)	0	(1,291,453)
Transfers	0	0	0	0	8,723	(8,723)	0
Balance at 30 June 2024	4,213,000	41,283,059	45,496,059	0	2,652,447	0	48,148,506
Comprises:							
Gross balance amount at 30 June 2024	4,213,000	44,139,771	48,352,771	0	4,303,253	0	52,656,024
Accumulated depreciation at 30 June 2024	0	(2,856,712)	(2,856,712)	0	(1,650,806)	0	(4,507,518)
Balance at 30 June 2024	4,213,000	41,283,059	45,496,059	0	2,652,447	0	48,148,506

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Land and buildings					
Land	2	Market approach using recent observable market data for similar properties / income approach using discounted cash flow methodology	Independent registered valuer	June 2021	Price per hectare / market borrowing rate
Buildings - non-specialised	2	Replacement cost method	Independent registered valuer	June 2021	Perth based construction rates with appropriate district allowance applied to each location

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs. The valuation techniques applied to property subject to lease was the same as that applied to property not subject to lease.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Other infrastructure- drainage	Other infrastructure- footpaths	Other infrastructure - land & parks	Other infrastructure - wharf	Other infrastructure - airports	Other infrastructure - other structures	Other infrastructure - landfill assets	Total Infrastructure
	$	$	$	$	$	$	$	$	$
Balance at 1 July 2022	221,011,419	2,101,628	755,409	3,285,597	20,748,028	28,303,161	8,275,738	1,502,128	285,983,108
Additions	8,988,387	0	0	0	21,070	0	380,292	0	9,389,749
Revaluation increments / (decrements) transferred to revaluation surplus	16,189,298	(192,935)	0	0	0	0	0	(369,548)	15,626,815
Revaluation (loss) / reversals transferred to profit or loss	0	0	(164,984)	0	0	0	0	0	(164,984)
Depreciation	(4,528,839)	(46,356)	(29,917)	(157,515)	(634,957)	(603,828)	(438,150)	(79,930)	(6,519,492)
Balance at 30 June 2023	241,660,265	1,862,337	560,508	3,128,082	20,134,141	27,699,333	8,217,880	1,052,650	304,315,196
Comprises:									
Gross balance at 30 June 2023	300,068,278	3,310,286	1,213,222	3,443,073	21,404,055	28,906,994	9,093,125	4,835,382	372,274,415
Accumulated depreciation at 30 June 2023	(58,408,013)	(1,447,949)	(652,714)	(314,991)	(1,269,914)	(1,207,661)	(875,245)	(3,782,732)	(67,959,219)
Balance at 30 June 2023	241,660,265	1,862,337	560,508	3,128,082	20,134,141	27,699,333	8,217,880	1,052,650	304,315,196
Additions	7,691,547	8,500	164,333	0	54,950	0	1,833,832	0	9,753,162
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	0	0	0	70,853	70,853
Depreciation	(4,693,910)	(37,465)	(23,767)	(157,516)	(635,960)	(603,829)	(459,663)	(68,543)	(6,680,653)
Balance at 30 June 2024	244,657,902	1,833,372	701,074	2,970,566	19,553,131	27,095,504	9,592,049	1,054,960	307,458,558
Comprises:									
Gross balance at 30 June 2024	307,759,826	3,318,786	1,377,555	3,443,072	21,459,005	28,906,994	10,926,957	4,906,236	382,098,431
Accumulated depreciation at 30 June 2024	(63,101,924)	(1,485,414)	(676,481)	(472,506)	(1,905,874)	(1,811,490)	(1,334,908)	(3,851,276)	(74,639,873)
Balance at 30 June 2024	244,657,902	1,833,372	701,074	2,970,566	19,553,131	27,095,504	9,592,049	1,054,960	307,458,558

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

9. INFRASTRUCTURE (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Infrastructure - roads	3	Cost approach using current replacement cost	Independent registered valuer	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure- drainage	3	Cost approach using current replacement cost	Independent registered valuer	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure- footpaths	3	Cost approach using current replacement cost	Independent registered valuer	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - land & parks	3	Cost approach using current replacement cost	Independent registered valuer	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - wharf	3	Cost approach using current replacement cost	Independent registered valuer	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - airports	3	Cost approach using current replacement cost	Independent registered valuer	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - other structures	3	Cost approach using current replacement cost	Independent registered valuer	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - landfill assets	3	Cost approach using depreciated replacement cost and using discounted cash flow methodology for make good estimates	Management valuation utilising independent estimates of future make good costs	June 2024	Construction costs including discounted future make good cost estimates and remaining useful life estimates

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

10. FIXED ASSETS

(a) Depreciation

Depreciation rates
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	30 to 80 years
Furniture and equipment	1 to 20 years
Plant and equipment	2 to 7 years
Infrastructure - roads	
- sealed road surface	14 to 22 years
- sealed road pavement	75 years
- concrete road pavement	85 years
- unsealed road pavement	25 years
- road formation	N/A
- kerb and channel	80 years
Other infrastructure - drainage	100 years
Other infrastructure - footpaths	10 to 80 years
Other infrastructure - land & parks	10 to 100 years
Other infrastructure - wharf	35 years
Other infrastructure - airports	8 to 65 years
Other infrastructure - other structures	10 to 50 years
Other infrastructure - landfill assets	20 to 50 years

(b) Fully Depreciated Assets in Use

The gross carrying amount of assets held by the Shire which are currently in use yet fully depreciated are shown in the table below.

	2024	2023
	$	$
Plant and equipment	822,073	499,864
Other infrastructure - other structures	5,329	2,849
	827,402	502,713

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

10. FIXED ASSETS (Continued)

MATERIAL ACCOUNTING POLICIES

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)* , the carrying amount of non-financial assets that are *land and buildings classified as property, plant and equipment,* investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Revaluation

Land and buildings classified as property, plant and equipment, *infrastructure or vested improvements that the local government* controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:
(i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.
(ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment

In accordance with *Local Government (Financial Management)* Regulations 17A(4C), the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

11. TRADE AND OTHER PAYABLES

	2024	2023
	$	$
Current		
Sundry creditors	3,132,029	1,734,343
Prepaid rates	246,313	162,222
Accrued payroll liabilities	399,499	277,616
Accrued expenses	1,497,775	2,352,807
Other payables	397,351	458,035
Accrued interest on loans	67,769	8,009
	5,740,736	4,993,032

MATERIAL ACCOUNTING POLICIES

Financial liabilities
Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

12. OTHER LIABILITIES

	2024	2023
	$	$
Current		
Contract liabilities	166,370	84,860
Capital grant/contributions liabilities	780,693	1,107,545
	947,063	1,192,405
Reconciliation of changes in contract liabilities		
Opening balance	84,860	124,860
Additions	118,663	0
Revenue from contracts with customers included as a contract liability at the start of the period	(37,153)	(40,000)
	166,370	84,860
The aggregate amount of the performance obligations unsatisfied (or partially unsatisfied) in relation to these contract liabilities was $166,370 (2023: $84,860)		
The Shire expects to satisfy the performance obligations, from contracts with customers unsatisfied at the end of the reporting period, within the next 12 months.		
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	1,107,545	2,487,091
Additions	719,937	877,558
Revenue from capital grant/contributions held as a liability at the start of the period	(1,046,789)	(2,257,104)
	780,693	1,107,545
Expected satisfaction of capital grant/contribution liabilities		
Less than 1 year	780,693	1,107,545
	780,693	1,107,545

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

MATERIAL ACCOUNTING POLICIES

Contract liabilities
Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities
Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 22(i)) due to the unobservable inputs, including own credit risk.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

13. BORROWINGS

		2024			2023		
	Note	Current	Non-current	Total	Current	Non-current	Total
Unsecured		$	$	$	$	$	$
Unsecured loan		5,539,077	1,908,378	7,447,455	237,288	2,447,455	2,684,743
Total unsecured borrowings	26(a)	5,539,077	1,908,378	7,447,455	237,288	2,447,455	2,684,743

MATERIAL ACCOUNTING POLICIES

Borrowing costs

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 22(i)) due to the unobservable inputs, including own credit risk.

Risk

Information regarding exposure to risk can be found at Note 20.
Details of individual borrowings required by regulations are provided at Note 26(a).

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

14. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	2024	2023
Current provisions	**$**	**$**
Employee benefit provisions		
Annual leave	620,098	516,935
Long service leave	335,840	446,185
Total current employee related provisions	955,938	963,120
Non-current provisions		
Employee benefit provisions		
Long service leave	129,936	97,550
Total non-current employee related provisions	129,936	97,550
Total employee related provisions	1,085,874	1,060,670

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	Note	2024	2023
Amounts are expected to be settled on the following basis:		**$**	**$**
Less than 12 months after the reporting date		813,593	364,110
More than 12 months from reporting date		272,281	696,560
		1,085,874	1,060,670

MATERIAL ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF DERBY-WEST KIMBERLEY
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15. OTHER PROVISIONS

	Make good provisions	Other liabilities	Total
	$	$	$
Opening balance at 1 July 2023			
Current provisions	0	56,144	56,144
Non-current provisions	4,637,382	895,996	5,533,378
	4,637,382	952,140	5,589,522
Additional provision	3,460,420	0	3,460,420
Amounts used	0	(56,143)	(56,143)
Charged to profit or loss			
- unwinding of discount	224,365	0	224,365
Balance at 30 June 2024	8,322,167	895,997	9,218,164
Comprises			
Current	0	56,144	56,144
Non-current	8,322,167	839,853	9,162,020
	8,322,167	895,997	9,218,164

Other provisions
Amounts which are expected to be paid out within 12 months of the reporting date are classified as current. Exact timing of payment of non-current obligations is unable to be reliably estimated as it is dependent on factors beyond the control of the local government.

Make good provisions
Under the licence for the operation of the Shire of Derby-West Kimberley waste landfill site, the Shire has a legal obligation to restore the site.

The estimated future obligations include the costs of restoring the affected areas and continued monitoring of the site.

The provision for future remediation costs is the best estimate of the present value of the expenditure required to settle the remediation obligation at the reporting date. Future remediation costs are reviewed annually and any changes in the estimate are reflected in the remediation provision at each reporting date.

MATERIAL ACCOUNTING POLICIES
Provisions
Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

16. REVALUATION SURPLUS

	2024 Opening Balance	Total Movement on Revaluation	2024 Closing Balance	2023 Opening Balance	Total Movement on Revaluation	2023 Closing Balance
	$	$	$	$	$	$
Revaluation surplus - Land - freehold land	12,888,340	0	12,888,340	12,888,340	0	12,888,340
Revaluation surplus - Buildings - non-specialised	8,731,138	0	8,731,138	8,731,138	0	8,731,138
Revaluation surplus - Plant and equipment	748,903	0	748,903	748,903	0	748,903
Revaluation surplus - Computer equipment	18,880	0	18,880	18,880	0	18,880
Revaluation surplus - Infrastructure - roads	201,576,694	0	201,576,694	185,387,396	16,189,298	201,576,694
Revaluation surplus - Other infrastructure- drainage	2,294,725	0	2,294,725	2,487,660	(192,935)	2,294,725
Revaluation surplus - Other infrastructure - land & parks	4,451,496	0	4,451,496	4,451,496	0	4,451,496
Revaluation surplus - Other infrastructure - wharf	17,705,999	0	17,705,999	17,705,999	0	17,705,999
Revaluation surplus - Other infrastructure - airports	28,313,650	0	28,313,650	28,313,650	0	28,313,650
Revaluation surplus - Other infrastructure - other structures	2,539,121	0	2,539,121	2,539,121	0	2,539,121
Revaluation surplus - Other infrastructure - landfill assets	3,566,511	(3,389,567)	176,944	2,841,973	724,538	3,566,511
	282,835,457	(3,389,567)	279,445,890	266,114,556	16,720,901	282,835,457

SHIRE OF DERBY-WEST KIMBERLEY
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FOR THE YEAR ENDED 30 JUNE 2024

17. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2024 Actual	2023 Actual
		$	$
Cash and cash equivalents	3	7,895,069	10,843,886
Restrictions			
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	947,063	1,192,405
- Financial assets at amortised cost	4	975,801	975,801
		1,922,864	2,168,206
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	27	975,801	975,801
Contract liabilities	12	166,370	84,860
Capital grant liabilities	12	780,693	1,107,545
Total restricted financial assets		1,922,864	2,168,206

(b) Reconciliation of Net Result to Net Cash Provided By Operating Activities

Net result		(3,397,035)	6,117,222
Non-cash items:			
Depreciation/amortisation		7,972,106	7,764,982
(Profit)/loss on sale of asset		647,132	(68,800)
Loss on revaluation of fixed assets		0	164,984
Changes in assets and liabilities:			
(Increase)/decrease in trade and other receivables		(1,383,755)	(89,820)
(Increase)/decrease in other assets		256,205	(246,877)
(Increase)/decrease in inventories		24,558	(1,427)
Increase/(decrease) in trade and other payables		747,704	(2,038,332)
Increase/(decrease) in employee related provisions		25,204	309,801
Increase/(decrease) in other provisions		168,222	1,088,399
Increase/(decrease) in other liabilities		(245,342)	(1,419,546)
Capital grants, subsidies and contributions		(14,963,716)	(8,838,124)
Net cash provided by/(used in) operating activities		(10,148,717)	2,742,462

(c) Undrawn Borrowing Facilities

Credit Standby Arrangements		
Bank overdraft limit	0	0
Bank overdraft at balance date	0	0
Credit card limit	50,000	50,000
Credit card balance at balance date	(24,320)	(36,630)
Total amount of credit unused	25,680	13,370
Loan facilities		
Loan facilities - current	5,539,077	237,288
Loan facilities - non-current	1,908,378	2,447,455
Total facilities in use at balance date	7,447,455	2,684,743
Unused loan facilities at balance date	NIL	NIL

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SHIRE OF DERBY-WEST KIMBERLEY
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FOR THE YEAR ENDED 30 JUNE 2024

18. CONTINGENT LIABILITIES

Potential Contaminated Sites

In compliance with the Contaminated Sites Act 2003, the Shire has listed sites to be possible sources of contamination. Details of those sites are:

Derby Airport
Myalls Bore
Fitzroy Crossing Works Depot
Derby Works Depot
Derby Landfill Site
Derby Cemetery
Fitzroy Crossing Landfill Site
Fitzroy Crossing Cemetery
Camballin Cemetery
Camballin Landfill Sites

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk and agree with the Department of Water and Environment Regulation the need and criteria for remediation using on a risk based approach, the amount of the contingent liability is unknown. This approach is consistent with the Department of Water and Environment Regulation Guidelines.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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19. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Fees, expenses and allowances to be paid or reimbursed to elected council members.	Note	2024 Actual	2024 Budget	2023 Actual
		$	$	$
President's annual allowance		54,069	62,727	62,727
President's meeting attendance fees		23,231	23,231	23,231
President's annual allowance for ICT expenses		1,334	1,334	1,333
President's annual allowance for travel and accommodation expenses		12,464	0	0
		91,098	87,292	87,291
Deputy President's annual allowance		15,682	15,682	15,682
Deputy President's meeting attendance fees		17,325	17,325	17,325
Deputy President's annual allowance for ICT expenses		1,334	1,334	1,333
Deputy President's annual allowance for travel and accommodation expenses		9,072	0	5,124
		43,413	34,341	39,464
All other council member's meeting attendance fees		115,951	121,275	121,275
All other council member's annual allowance for ICT expenses		8,922	9,332	9,331
All other council member's annual allowance for travel and accommodation expenses		4,325	0	5,255
		129,198	130,607	135,861
	19(b)	263,709	252,240	262,616

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:				
Short-term employee benefits		1,486,200		1,358,330
Post-employment benefits		180,305		180,291
Employee - other long-term benefits		107,260		152,906
Council member costs	19(a)	263,709		262,616
		2,037,474		1,954,143

Short-term employee benefits
These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits
These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits
These amounts represent annual leave and long service leave entitlements accruing during the year.

Council member costs
These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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19. RELATED PARTY TRANSACTIONS

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:	2024 Actual $	2023 Actual $
Sale of goods and services	9,781	1,365
Purchase of goods and services	218,998	5,960
Amounts outstanding from related parties:		
Trade and other receivables	937	0

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 19(a) and 19(b).

ii. Other Related Parties

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire

There were no such entities requiring disclosure during the current or previous year.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

20. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance department under policies approved by the council. The finance department identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents
The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents, term deposits, and Treasury bonds held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	$	$	$	$
2024					
Cash and cash equivalents	0.15%	7,895,069	0	7,893,519	1,550
Financial assets at amortised cost - term deposits	4.88%	975,801	975,801	0	0
2023					
Cash and cash equivalents	0.85%	10,843,886	0	10,711,659	132,227
Financial assets at amortised cost - term deposits	2.65%	975,801	975,801	0	0

Sensitivity
Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2024	2023
	$	$
Impact of a 1% movement in interest rates on profit or loss and equity*	78,935	107,117

* Holding all other variables constant

Borrowings
Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 26(a).

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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20. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables
The Shire's major trade and other receivables comprise contractual non-statutory user fees and charges, grants, contributions and reimbursements. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies.

The level of outstanding receivables is reported to council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the *AASB 9 Financial Instruments* simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade and other receivables. To measure the expected credit losses, receivables from grants, contributions and reimbursements are separated from other trade receivables due to the difference in payment terms and security.

The expected loss rates are based on the payment profiles of trade and other receivables over a period of 36 months before 1 July 2023 or 1 July 2024 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of users to settle the receivables.

The loss allowance as at 30 June 2024 and 30 June 2023 was determined as follows for trade and other receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2024					
Trade receivables					
Expected credit loss	4.71%	4.71%	9.87%	23.91%	
Gross carrying amount	1,455,876	705,155	48,156	468,879	2,678,066
Loss allowance	68,564	33,214	4,753	112,124	218,655
30 June 2023					
Trade receivables					
Expected credit loss	2.87%	2.87%	2.87%	74.13%	
Gross carrying amount	426,735	23,922	29,389	486,171	966,217
Loss allowance	12,243	686	843	360,390	374,162

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20. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

The loss allowances for trade, other receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

	Trade receivables	
	2024 Actual	2023 Actual
	$	$
Opening loss allowance as at 1 July	374,162	374,162
Increase in loss allowance recognised in profit or loss during the year	0	0
Unused amount reversed	(155,507)	0
Closing loss allowance at 30 June	218,655	374,162

Trade, and other receivables are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on rates and statutory receivables, trade, and other receivables are presented as net impairment losses within other expenditure. Subsequent recoveries of amounts previously written off are credited against the same line item.

SHIRE OF DERBY-WEST KIMBERLEY
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20. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings
Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 17(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying amounts, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying amount
2024	$	$	$	$	$
Trade and other payables	5,740,736	0	0	5,740,736	5,740,736
Borrowings	5,643,349	1,700,731	398,604	7,742,684	7,447,455
	11,384,085	1,700,731	398,604	13,483,420	13,188,191
2023					
Trade and other payables	4,993,032	0	0	4,993,032	4,993,032
Borrowings	298,009	1,973,466	769,218	3,040,693	2,684,743
	5,291,041	1,973,466	769,218	8,033,725	7,677,775

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

21. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There were no events occurring after the end of the reporting period.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

22. OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and services tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification
The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures
All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation
The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities
Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue
Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy
AASB 13 Fair Value Measurement requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets
In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:
- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116 *Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

23. FUNCTION AND ACTIVITY

(a) Service objectives and descriptions

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
Governance To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of council. Other costs that relate to the tasks of assisting elected members and ratepayers on the matters which do not concern specific council services.
General purpose funding To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
Law, order, public safety To provide services to help ensure a safer and environmentally conscious community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
Health To provide an operational framework for environmental and community health.	Food quality and pest control, inspection of abattoir and operation of child health clinic, analytical testing and environmental health administration.
Education and welfare To provide services to disadvantaged persons, the elderly, children and youth.	Year round care, housing for the aged and educational services.
Housing Help ensure adequate housing.	Management and maintenance of staff and rental housing.
Community amenities To provide services required by the community.	Rubbish collections, recycling, refuse site operations, litter control, administration of the town planning scheme, cemetery operations, public toilet facilities, sewerage and protection of the environment.
Recreation and culture To establish and effectively manage infrastructure and resources which help the social well being of the community.	Maintenance and operation of the Town Hall, the aquatic centre, recreation centre, library, community arts program, cultural activities and various services.
Transport To provide safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, footpaths, street lighting, traffic management and airport. Purchase and disposal of Council's road plant, parking control and police licensing.
Economic services To help promote the Shire and its economic well being.	Building control, saleyards, tourism and area promotion, standpipes and pest control.
Other property and services To monitor and control the Shire's overheads operating accounts.	Private works operations, plant repairs and operation costs, stock and materials, property leases and rental, salaries and wages for council employees.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

23. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses	2024 Actual	2023 Actual
	$	$
Income excluding grants, subsidies and contributions and capital grants, subsidies and contributions		
Governance	7,172	12,846
General purpose funding	9,429,235	8,994,007
Law, order, public safety	78,972	63,797
Health	54,350	44,314
Education and welfare	153,517	7,993
Housing	140,781	142,696
Community amenities	3,187,825	2,912,968
Recreation and culture	687,503	612,911
Transport	7,951,823	2,948,003
Economic services	65,019	69,003
Other property and services	747,123	238,575
	22,503,320	16,047,113
Grants, subsidies and contributions and capital grants, subsidies and contributions		
Governance	8,444	0
General purpose funding	7,361,554	9,454,466
Law, order, public safety	240,671	133,750
Health	618,265	702,988
Education and welfare	923,751	354,839
Community amenities	0	150,000
Recreation and culture	1,104,508	640,163
Transport	10,956,544	9,521,726
Economic services	0	489,980
Other property and services	3,393,293	30,272
	24,607,030	21,478,184
Total Income	47,110,350	37,525,297
Expenses		
Governance	(2,296,303)	(1,731,448)
General purpose funding	(410,504)	(275,051)
Law, order, public safety	(1,204,082)	(837,484)
Health	(1,788,482)	(1,268,693)
Education and welfare	(1,958,443)	(1,410,299)
Housing	(724,071)	(530,511)
Community amenities	(4,784,347)	(3,923,983)
Recreation and culture	(8,660,669)	(6,387,705)
Transport	(12,804,064)	(10,773,200)
Economic services	(1,671,141)	(1,244,851)
Other property and services	(14,205,279)	(3,024,850)
Total expenses	(50,507,385)	(31,408,075)
Net result for the period	(3,397,035)	6,117,222
(c) Total Assets		
Governance	242,403	91,910
General purpose funding	1,415,037	1,284,359
Law, order, public safety	850,799	489,318
Health	518,793	456,983
Education and welfare	2,801,336	3,283,975
Housing	10,124,970	9,329,838
Community amenities	4,544,085	2,760,786
Recreation and culture	22,291,869	20,361,012
Transport	307,711,021	310,631,888
Economic services	3,323,293	3,316,528
Other property and services	3,837,281	3,748,569
Unallocated	10,610,265	10,383,668
	368,271,152	366,138,834

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

24. RATING INFORMATION

(a) General Rates

RATE TYPE Rate Description	Basis of valuation	Rate in $	Number of Properties	2023/24 Actual Rateable Value*	2023/24 Actual Rate Revenue	2023/24 Actual Interim Rates	2023/24 Actual Total Revenue	2023/24 Budget Rate Revenue	2023/24 Budget Interim Rate	2023/24 Budget Total Revenue	2022/23 Actual Total Revenue
				$	$	$	$	$	$	$	$
GRV General	Gross rental valuation	0.140744	1,402	39,385,473	5,543,269	(5,585)	5,537,684	5,543,269	0	5,543,269	5,215,895
UV General	Unimproved valuation	0.083473	151	37,667,732	3,144,239	(14,330)	3,129,909	3,144,239	0	3,144,239	3,022,161
Total general rates			1,553	77,053,205	8,687,508	(19,915)	8,667,593	8,687,508	0	8,687,508	8,238,056
		Minimum Payment $									
Minimum payment											
GRV General	Gross rental valuation	1,596	273	1,270,617	435,708	0	435,708	435,708	0	435,708	410,400
UV General	Unimproved valuation	620	137	298,933	84,940	0	84,940	84,872	0	84,872	84,370
Total minimum payments			410	1,569,550	520,648	0	520,648	520,580	0	520,580	494,770
Total general rates and minimum payments			1,963	78,622,755	9,208,156	(19,915)	9,188,241	9,208,088	0	9,208,088	8,732,826
Discounts							(71,921)			(70,000)	(63,885)
Total Rates							9,116,320			9,138,088	8,668,941
Rate instalment interest							19,235				24,153
Rate overdue interest							131,264				109,884

The rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

*Rateable Value at time of raising of rate.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

25. DETERMINATION OF SURPLUS OR DEFICIT

	Note	2023/24 (30 June 2024 Carried Forward)	2023/24 Budget (30 June 2024 Carried Forward)	2022/23 (30 June 2023 Carried Forward
		$	$	$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32.*				
Adjustments to operating activities				
Less: Profit on asset disposals		(18,342)	0	(68,800
Add: Loss on disposal of assets		665,474	0	(
Add: Loss on revaluation of fixed assets	9(a)	0	0	164,984
Add: Depreciation		7,972,106	7,500,000	7,764,982
Non-cash movements in non-current assets and liabilities:				
Pensioner deferred rates		(5,349)	0	(
Employee benefit provisions		32,386	0	(7,936
Other provisions		168,222	0	38,195
Contract liabilities		0	0	1,162,492
Non-cash amounts excluded from operating activities		8,814,497	7,500,000	9,053,917
(b) Surplus or deficit after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserve accounts	27	(975,801)	(1,459,125)	(975,801
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	13	5,539,077	339,763	237,288
- Employee benefit provisions		402,441	402,441	402,441
Total adjustments to net current assets		4,965,717	(716,921)	(336,072
Net current assets used in the Statement of Financial Activity				
Total current assets		12,539,941	5,038,523	14,391,115
Less: Total current liabilities		(13,238,958)	(4,321,602)	(7,441,989
Less: Total adjustments to net current assets		4,965,717	(716,921)	(336,072
Surplus or deficit after imposition of general rates		4,266,700	0	6,613,054

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

26. BORROWING AND LEASE LIABILITIES

(a) Borrowings

		Actual							Budget			
Purpose	Note	Principal at 1 July 2022	New Loans During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023	New Loans During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024	Principal at 1 July 2023	New Loans During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024
		$	$	$	$	$	$	$	$	$	$	$
Staff housing		51,785	0	(25,057)	26,728	0	(26,728)	0	26,728	0	(26,728)	0
Staff housing		516,591	0	(51,394)	465,197	0	(54,699)	410,498	465,197	0	(54,699)	410,498
Staff housing		243,688	0	(19,794)	223,894	0	(10,231)	213,663	223,894	0	(20,693)	203,201
Staff housing		0	0	0	0	0	0	0	0	5,000,000	0	5,000,000
Wharf fenders, boat ramp		166,351	0	(28,934)	137,417	0	(15,216)	122,201	137,417	0	(30,956)	106,461
Derby wharf infrastructure		251,676	0	(38,866)	212,810	0	(19,875)	192,935	212,809	0	(40,049)	172,760
Derby Airport Infrastructure & wharf		1,531,820	0	(192,991)	1,338,829	0	(97,749)	1,241,080	1,338,829	0	(196,344)	1,142,485
Derby Visitors Centre		304,610	0	(24,742)	279,868	0	(12,790)	267,078	279,868	0	(25,866)	254,002
Disaster Recovery, Flood Damage and Fitzroy Crossing Airstrip Refurbishment Project		0	0	0	0	7,000,000	(2,000,000)	5,000,000	0	5,000,000	0	5,000,000
Total		3,066,521	0	(381,778)	2,684,743	7,000,000	(2,237,288)	7,447,455	2,684,742	10,000,000	(395,335)	12,289,407

Borrowing Finance Cost Payments

Purpose	Loan Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2024	Budget for year ending 30 June 2024	Actual for year ending 30 June 2023
					$	$	$
Staff housing	136	WATC	6.46%	28/05/2024	(1,142)	(1,302)	(2,798)
Staff housing	146	WATC	6.33%	28/03/2030	(27,701)	(28,595)	(31,060)
Staff housing	148	WATC	4.49%	29/06/2032	(9,818)	(9,823)	(10,717)
Wharf fenders, boat ramp	145	WATC	6.87%	30/06/2027	(8,912)	(8,918)	(10,934)
Derby wharf infrastructure	151	WATC	3.02%	29/09/2028	(6,120)	(6,127)	(7,303)
Derby Airport Infrastructure & wharf	152	WATC	1.73%	30/12/2029	(22,307)	(22,316)	(25,660)
Derby Visitors Centre	149	WATC	4.49%	29/06/2023	(12,272)	(12,279)	(13,396)
Disaster Recovery, Flood Damage and Fitzroy Crossing Airstrip Refurbishment Project	DRFWA	WATC	4.7 - 5.01%	31/12/2024	(106,425)	0	0
Total Finance Cost Payments					(194,697)	(89,360)	(101,868)

* WA Treasury Corporation

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

26. BORROWING AND LEASE LIABILITIES (Continued)

(b) New Borrowings - 2023/24

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed 2024 Actual	Amount Borrowed 2024 Budget	Amount (Used) 2024 Actual	Amount (Used) 2024 Budget	Total Interest & Charges	Actual Balance Unspent
				%	$	$	$	$	$	$
Disaster Recovery, Flood Damage and Fitzroy Crossing Airstrip Refurbishment Project	WATC*	Short Term	3	Variable	7,000,000	5,000,000	7,000,000	5,000,000	41,791	0
Staff Housing Project	WATC*	n/a	n/a	n/a	0	5,000,000	0	5,000,000	0	0
					7,000,000	10,000,000	7,000,000	10,000,000	41,791	0

* WA Treasury Corporation

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

27. RESERVE ACCOUNTS

	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance	2023 Actual Opening Balance	2023 Actual Transfer to	2023 Actual Transfer (from)	2023 Actual Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$
Restricted by council												
(a) Leave Reserve	402,441	0	0	402,441	402,441	0	0	402,441	402,441	0	0	402,441
(b) Office Building Reserve	314,511	0	0	314,511	314,511	0	0	314,511	314,511	0	0	314,511
(c) Airport Reserve	28,456	0	0	28,456	28,456	0	0	28,456	28,456	0	0	28,456
(d) Derby Wharf Maintenance Reserve	3,721	0	0	3,721	3,721	0	0	3,721	3,721	0	0	3,721
(e) Economic Development Reserve	19,936	0	0	19,936	19,936	0	0	19,936	19,936	0	0	19,936
(f) Fitzroy Crossing Recreation Hall Reserve	46,771	0	0	46,771	46,771	0	0	46,771	46,771	0	0	46,771
(g) Staff Housing Reserve	159,965	0	0	159,965	159,965	483,324	0	643,289	159,965	0	0	159,965
	975,801	0	0	975,801	975,801	483,324	0	1,459,125	975,801	0	0	975,801

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of reserve account	Purpose of the reserve account
Restricted by council	
(a) Leave Reserve	To be used to fund annual and long service leave requirements.
(b) Office Building Reserve	To be used to fund the new Derby administration building.
(c) Airport Reserve	To be used to fund airport capital works, primarily bitumen resealing.
(d) Derby Wharf Maintenance Reserve	To be used to carry out wharf maintenance.
(e) Economic Development Reserve	To promote economic development within the Shire.
(f) Fitzroy Crossing Recreation Hall Reserve	To be used to quarantine funds received from the lease of the FX Recreation Hall to be utilised for any upgrade works.
(g) Staff Housing Reserve	To be used for the construction of staff housing.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

28. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2023	Amounts Received	Amounts Paid	30 June 2024
	$	$	$	$
Public open spaces	295,981	0	0	295,981
	295,981	0	0	295,981

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Rehabilitation Provision Assessment	No	✓			✓
2. Cutt-off procedure at year end	No		✓		
3. Revenue Recognition (AASB 15 and AASB 1058)	No		✓ (2023: Significant)		✓
4. Fixed Asset Management Policy	No			✓ (2023: Significant)	✓
5. Fully depreciated assets no longer in use	No			✓	

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

The ratings included are preliminary ratings and could be modified pending other findings being identified, rated and the consideration of them collectively on the ratings and any potential impact on the audit opinion.

Draft for discussion

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SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE AUDIT

1. Rehabilitation Provision Assessment

Finding

The external waste management plans for Fitzroy Crossing and Derby were developed by a third party in 2016 and 2014, respectively. Since then, cost estimates have been adjusted for inflation. However, the Shire has not formally reassessed whether the costs and scope for remediating the landfill sites remain appropriate since the plans were last developed.

After reviewing the cost estimate model, we discovered several incorrect inputs, resulting in a net adjustment of $3 million. This issue was addressed during the audit, and the necessary corrections were made by the Shire, which are now reflected in the FY2024 financial statements.

Rating: Significant (2023: Significant)

Implication:
The valuation data and assumption used may be outdated which increases the risk of misstatement to the provision and landfill asset amounts in the financial statements.

Recommendation:

The Shire should assess the assumptions used in its valuation model to ensure cost and scope of its obligation to rehabilitate and remediate landfill sites have not significantly changed annually to comply with AASB 137.59. Where there have been significant changes to the cost and scope identified, a formal updated external waste management plan and projected cost estimates should be obtained.

Management comment
The Shire continues to progress this matter. Consultants have been engaged to review waste management plan, and investigate project requirements for both Derby and Fitzroy Crossing landfill sites.

Responsible position: Director Infrastructure
Completion date: 30 April 2025

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE AUDIT

2. Cut-off procedure at year end

Finding

As part of our year end cut-off testing procedures, we noted the following errors:

1. Under accrual of payroll expense amounting to $186,000
2. Over recognition of expenses in FY24, which should pertain to FY25, amounting to $356,000
3. Double accrual of revenue at year-end amounting to $384,000

These errors were addressed during the audit, and the necessary adjustments were subsequently recognized by the Shire and reflected in the FY2024 financial statements.

Rating: Moderate

Implication:
Incorrect recognition of expenses and revenue at year-end may cause the Shire's financial statements to be misstated.

Recommendation:

The Shire should implement the following:

- Establish thorough review and approval processes for all accruals. Ensure that multiple levels of review are in place to catch errors before they are recorded.
- Provide regular training for staff involved in financial reporting and accrual processes. Ensure they understand the importance of accurate accruals and the potential implications of errors.
- Use detailed checklists for year-end closing procedures to ensure that all necessary steps are completed accurately.

By implementing these recommendations, the Shire can improve the accuracy of its financial statements, enhance internal controls, and reduce the risk of errors in accrual recognition.

Management comment
Procedures are in place, additional staff training and resourcing will support end of year processing.

Responsible position: Manager Corporate Services
Completion date: 30 June 2025

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE AUDIT

3. Revenue Recognition (AASB 15 and AASB 1058)

Finding

During our sample testing of the Shire's revenue transactions, we identified errors in the application of *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income for Not-for-Profit Entities* to various transactions.

The errors resulted in a decrease in revenue of $0.2 million. The errors were corrected during the audit.

Rating: Moderate (2022-23: Significant)

Implication
Incorrect application of accounting standards may cause the Shire's financial statements to be misstated.

Recommendation
The Shire should develop a more robust technical process to ensure that the interpretation and application of AASB 15 and AASB 1058 for grant revenue is appropriate.

Management comment
Noted. Shire staff will continue to review and implement improvements.

Responsible position: Manager Corporate Services
Completion date: 30 June 2025

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE AUDIT

4. Fixed Asset Management Policy

Finding

During our review of the new policy implemented by the Shire to manage fixed assets, we noted the following aspects of a fixed assets management were not considered:

1. processes or controls to ensure the existence of fixed assets, such as physical asset tagging and regular stocktakes; and
2. approval of asset disposals.

Rating: Minor (2022-23: Significant)

Implication:

The omission of procedures for validating existing assets and the approval of asset disposals could result in:

1. Lack of Asset Verification: Without specific processes like physical asset tagging and regular stocktakes, there is a risk that the Shire may not be able to verify the existence of its fixed assets. This could lead to:
    - Misappropriation or Theft: Assets could be stolen or misused without detection.
    - Inaccurate Records: The Shire's asset records may not accurately reflect the actual assets on hand, leading to discrepancies in financial reporting.
2. Uncontrolled Asset Disposals: Without proper approval procedures for asset disposals, the Shire might face:
    - Unauthorized Disposals: Assets could be disposed of without proper authorization, potentially resulting in financial losses.
    - Lack of Accountability: There would be no clear accountability for the disposal of assets, making it difficult to track and manage asset lifecycle effectively.

Recommendation:

The Shire should document and implement policies and procedures for the above mentioned items.

Management comment
Amendments to be implemented.

Responsible position: Manager Corporate Services
Completion date: 30 June 2025

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE AUDIT

5. Fully depreciated assets no longer in use

Finding

We noted the shire had $827,402 worth of fully depreciated assets in the fixed asset register. Upon inquiry, it was revealed that some of these assets are no longer in use or no longer held by the Shire. The gross carrying amount of assets tested was $333,715, of which $256,215 is no longer in use.

Rating: Minor

Implication
Overstatement of gross carrying value, including in the note disclosure for fully depreciated assets. More broadly, there are potentially other assets no longer in use or no longer held by the Shire that also remain in the fixed asset register.

Recommendation
It is recommended the Shire reviews the asset register to identify whether there are any assets that should be disposed from the general ledger and the fixed asset register.

Management comment
Noted. Resources have been allocated for this task in early 2025.

Responsible position: Manager Corporate Services
Completion date: 30 June 2025

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 2024

FINDINGS IDENTIFIED DURING THE IT GENERAL CONTROLS AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Financial Application – User Access Management	No	✓			✓
2. Network Access Management	No		✓		✓
3. IT Governance - Standards, Policies & Procedures	No		✓		✓
4. Risk Management	No		✓		✓
5. Business Continuity Management	No		✓		✓
6. Network Security Management	No			✓	✓
7. Password Management	No			✓	✓

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

The ratings included are preliminary ratings and could be modified pending other findings being identified, rated and the consideration of them collectively on the ratings and any potential impact on the audit opinion.

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 2024

FINDINGS IDENTIFIED DURING THE IT GENERAL CONTROLS AUDIT

1. Financial Application – User Access Management

Finding
We have noted the following previous year finding remains unresolved in this audit period:

- There is no formal periodic review process verifying whether generic or system accounts are still appropriate.
- There were no user access reviews conducted during the audit period.
- There is no process to periodically review the segregation of duties matrix.

In addition, we identified several deficiencies in the access management of the SynergySoft financial application:

- 1 out of 131 user accounts belonged to terminated employees. The identified user did not log in after termination date. We acknowledge that the account was disabled on 28 June 2024.
- 8 out of 131 user accounts were not found in the HR active employee list. We acknowledge that the identified accounts were disabled on 28 June 2024.
- 2 out of 23 system or generic accounts' purposes and their use could not be substantiated by the Shire.
- 6 out of 12 active administrator level accounts were not required. We acknowledge that these accounts were disabled on 28 June 2024.

This finding was first raised in 2021-22.

Rating: Significant (2022-23: Significant)

Implication

- Without effective user access management processes, there is an increased risk of unauthorised access to the finance application. This could impact the confidentiality, integrity, and availability of the Shire's information.
- Without an effective review of user access and segregation of duties controls, there is an increased risk of making unauthorised changes and approvals to application transactions. This could impact the integrity of the data in the SynergySoft application and lead to inappropriate segregation controls, unauthorised and fraudulent transactions.

Recommendation
The Shire should:

- Ensure terminated users are disabled in a timely manner.
- Regularly review and monitor all SynergySoft accounts to ensure they are still appropriate and required. Appropriate records of these reviews should be retained, and accounts not needed should be disabled in a timely manner. User access reviews should include a review over:
    - Generic and system accounts and verify their purposes.
    - Administrator level accounts to verify if they are still required.
- Document and implement a segregation of duties review procedure, including frequency of review.

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 2024

FINDINGS IDENTIFIED DURING THE IT GENERAL CONTROLS AUDIT

Management comment: *Management agrees with the recommendation. Councils existing procedure ensures terminated employee system access is removed promptly, normally immediately after the date/time of termination which effectively removes user access. This is followed up monthly to follow up removal of access to systems, eg Citrix.*

Current processes do not effectively manage changes to user access. It is intended to implement a process of reviewing and amending user access positions on every change of position with an annual review of user access permissions.

The CEO Directive with respect to User Access will be amended to incorporate the process and the review.

Responsible person: Deputy CEO
Completion date: 30/06/2025

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 2024

FINDINGS IDENTIFIED DURING THE IT GENERAL CONTROLS AUDIT

2. Network Access Management

Finding
We identified several deficiencies in the access management of the Shire's Network:

- 2 out of 154 user accounts belonged to terminated employees with 1 of the account logged into the Shire's network after their termination date.
- 25 out of 154 user accounts were not found in the HR active employee list and the Shire was unable to substantiate that the accounts belonged to current employees.
- 10 out of 154 user accounts have not logged on in the past 180 days.
- 16 out of 76 system or generic accounts' purposes and their use could not be substantiated by the Shire.
- 16 out of 24 administrator accounts' purposes could not be substantiated by the Shire with 7 of them not logged in for more than 180 days.
- Within 2 out of 4 sampled user access reviews, there were accounts flagged to be removed but have yet to be actioned accordingly within that review period (October and November 2023).
- There is no process to periodically review generic and system accounts.

This finding was first raised in 2021-22.

Rating: Moderate (2022-23: Moderate)

Implication
Without appropriate management of network user accounts, there is an increased risk of unauthorised or unintentional modifications of IT systems, which could impact the confidentiality, integrity, and availability of information.

Recommendation
The Shire should:

- Ensure terminated users are disabled in a timely manner.
- Regularly review and monitor all network accounts to ensure they are still appropriate and required. Appropriate records of these reviews should be retained, and accounts not needed should be disabled in a timely manner. User access reviews should include a review over:
    - Generic and system accounts and verify their purposes.
    - Administrator level accounts to verify if they are still required.
- This should include unused generic accounts and terminated employee accounts.

Management comment
Council believes that terminated employee accounts are disabled in a timely manner, ie promptly after the date/time of termination. Some legacy issues with previous terminations and access management process have and are being resolved. Negotiations are progressing with Councils contracted IT provider with respect to monitoring, review and documenting of access accounts.

Responsible person: Deputy CEO
Completion date: 30/06/2025

draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 2024

FINDINGS IDENTIFIED DURING THE IT GENERAL CONTROLS AUDIT

3. IT Governance – Standards, Policies & Procedures

Finding
We identified that the following CEO Directives, policies, or procedures have not yet been approved.

No	Name of Standard / Policy / Procedure	Version	Next Review Due Date
1.	Information Security Committee Policy*	14 February 2023	No information
2.	Security Incident Response Policy*	14 February 2023	No information
3.	Information Technology Acceptable Use Policy	Draft	Not applicable
4.	Cyber Security Protection Policy	Draft	Not applicable
5.	Data Classification Policy*	14 February 2023	No information
6.	Human Resource Security Policy*	14 February 2023	No information
7.	Service Provider Security Policy*	No information	No information
8.	Change Management Policy	7 February 2023	No information
9.	Facility Security Policy	7 February 2023	No information
10.	Risk Management Policy	Draft	Draft
11.	Information Security Risk Assessment Policy*	14 January 2023	No information
12.	IT Acceptable Use CEO Directive*	Draft	Not applicable
13.	Operational Security CEO Directive	Draft	Not applicable
14.	IT Asset Management CEO Directive*	Draft	Not applicable
15.	Data Access and Passwords CEO Directive	Draft	Not applicable
16.	Use of Cookies CEO Directive*	Draft	Not applicable
17.	HR Corrective Action Procedure*	14 February 2023	No information

* Outstanding from 2022-23.

This finding was first raised in 2021-22.

Rating: Moderate (2022-23: Moderate)

Implication
There is a risk that out-of-date Policies, Procedures, Guidelines, and Governance documents may not support the Shire's needs, and staff may not fulfill management expectations.

Recommendation
The Shire should review, approve, and endorse Policies, Procedures, Guidelines, and Governance documents as required.

Management comment
Appropriate policies and procedures have now been developed and expected to be adopted in the near future.

Responsible person: Deputy CEO
Completion date: 30/08/2024

Draft for

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 2024

FINDINGS IDENTIFIED DURING THE IT GENERAL CONTROLS AUDIT

4. Risk Management

Finding
We identified that the Shire had not established an IT risk register according to the agreed Information Security Risk Assessment Policy.

This finding was first raised in 2021-22.

Rating: Moderate (2022-23: Moderate)

Implication
Without establishing the IT risk register, the Shire might be unaware of risks and fail to mitigate or manage the risks affecting the IT environment.

Recommendation
The Shire should develop and maintain a risk register, ensuring the mitigation actions have been properly defined and actioned.

Management comment
Council has developed and intends implementing a broader risk management process including relevant risk registers. IT risks are being reviewed for incorporation into this process.

Responsible person: Deputy CEO
Completion date: 30/06/2025

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 2024

FINDINGS IDENTIFIED DURING THE IT GENERAL CONTROLS AUDIT

5. Business Continuity Management

Finding
We identified that the Disaster Recovery Plan (DRP) is still in draft.

From the review of the draft DRP, we have identified that it does not cover the responsible parties for the execution of the plan, including any involvement of the IT vendors, recovery time objectives (RTO), and recovery point objectives (RPO) of the financial application, and the plan's testing, review, and update requirements.

This finding was first raised in 2021-22.

Rating: Moderate (Moderate: 2022-23)

Implication
Without an appropriate DRP, the Shire may not be able to recover critical services in a timely manner, in accordance with business requirements. This could impede the Shire's provision of key operations and business functions.

Recommendation
The Shire should develop, document, and endorse a DRP that meets its recovery requirements. To help maintain effectiveness, the DRP should be regularly reviewed and appropriately tested to ensure key operations and business functions are recovered within the agreed recovery requirements.

Management comment
The DRP was reviewed and close to adoption but required revision following identified amendments by Council's contracted IT service provider. The DRP is now again ready for adoption.

Responsible person: Deputy CEO
Completion date: 30/08/2024

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 2024

FINDINGS IDENTIFIED DURING THE IT GENERAL CONTROLS AUDIT

6. Network Security Management

Finding
We identified that the network diagram has not been reviewed since June 2020 and does not have a next review date defined.

We were also unable to obtain sufficient appropriate audit evidence to confirm whether the Shire has reviewed and updated its network diagram and infrastructure.

This finding was first raised in 2021-22.

Rating: Minor (2022-23: Minor)

Implication
Without effectively maintaining the network diagram, there is a risk that the Shire is unaware of the network's architecture and security posture. This could lead to potential cyber breaches, downtime, and loss or exposure of critical systems or information.

Recommendation
The Shire should develop a process to regularly review and update the network diagram.

Management comment
Management considers that there is sufficient information available with respect to network architecture and security position, such that a diagram, although beneficial in articulating circumstances, does not materially change the risk rating. On that basis, management will discuss with Council's contracted IT provider the cost/benefit of regularly reviewing and updating the network diagram.

Responsible person: Deputy CEO
Completion date: 30/06/2025

Draft for discussion

ATTACHMENT

SHIRE OF DERBY-WEST KIMBERLEY

PERIOD OF AUDIT: YEAR ENDED 2024

FINDINGS IDENTIFIED DURING THE IT GENERAL CONTROLS AUDIT

7. Password Management

Finding
We identified that the Shire's password configuration for password length, history, and account lockout threshold does not align with the recommended better practice.

Additionally, although password settings have been configured within the system, the Shire's current Password Policy has not covered requirements relating to password history, minimum and maximum password age, and storing passwords using reversible encryption.

This finding was first raised in 2021-22.

Rating: Minor (2022-23: Minor)

Implication
Without adequate password management, there is an increased risk of unauthorised access or compromise to the network security. The network may become susceptible to potential security breaches.

Recommendation
The Shire should develop, document, and publish an appropriate password policy to govern password configuration and management.

Management comment
The password configuration has been amended to the appropriate level of strength for better practice. The draft CEO's Directive, to be adopted in the near future, incorporates this requirement.

Responsible person: Deputy CEO
Completion date: 30/08/2024

Draft for discussion

STRICTLY PRIVATE AND CONFIDENTIAL

RSM

SHIRE OF DERBY-WEST KIMBERLEY

Auditor's Closing Report

30 June 2024

OAG
Office of the Auditor General
Serving the Public Interest

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1. Executive Summary

Introduction
The primary purpose of this Auditor's Closing Report is to brief the Shire of Derby-West Kimberley ("the Shire" or "the Local Government") on the results of our substantially completed audit of the financial statements for the year ended 30 June 2024.

Based on RSM's recommendation, the Office of the Auditor General (OAG) intends to issue an unqualified auditor's report on the financial statements for the year ended 30 June 2024.

The audit procedures were designed to support our auditor's opinion and cannot be expected to identify all weaknesses or inefficiencies in your systems and working practices.

The CEO certified financial statements were submitted by the Shire on 27 September 2024.

Reassessment of risk and audit approach
There have been no changes in the audit scope or approach.

Matters of significance
In accordance with section 24(1) of the *Auditor General Act 2006*, the Auditor General is required to report on matters arising out of the performance of the Auditor General's functions that are, in the opinion of the Auditor General, of such significance as to require reporting. We confirm that no such matters came to our attention during our audit work.

Our appreciation
We wish to express our appreciation for the cooperation provided by the Shire management and staff during the audit.

OVERALL SUMMARY

STATUS OF AUDIT **5** *Outstanding matters for audit completion*	**KEY AREAS OF AUDIT FOCUS** **4** *Areas assessed as audit risks*
INTERNAL CONTROL OBSERVATIONS **12** *Improvements to the design and implementation of internal controls*	**IDENTIFIED MISSTATEMENTS** **7** *Number of adjusted misstatements identified*

AMIT KABRA
Partner – Assurance & Advisory
RSM Australia

KELLIE TONICH
Senior Director – Financial Audit
Office of the Auditor General for Western Australia

2. Outstanding Matters

The following items relating to the completion of our audit procedures are outstanding at the date of the release of this report:

No	Item	Action	Responsibility	Due on/by
1.	**Financial report**	Receipt of the signed certification of financial report	Management	10 Dec 24
2.	**Management representation letter**	Receipt of signed management representation letter	Management	10 Dec 24
3.	**Subsequent events**	Completion of subsequent event procedures to the date of signing the audit report	RSM/Management	10 Dec 24
4.	**Audit Opinion**	Issuing contract auditor's opinion to the Office of the Auditor General	RSM	10 Dec 24
5.	**Audit Opinion**	Issue of signed auditor's report to the Local Government	OAG	Within 3 working days

3. Areas of Focus

In performing our audit using our optimal risk-based audit methodology, RSM Orb, we have identified the following areas which we consider, in our professional judgment, of most significance in the audit of the financial report for the year ended 30 June 2024:

No.	Focus area	Significant accounting estimates and judgments involved	Control findings	Identified misstatements
1.	Infrastructure, and Property, Plant and Equipment	Yes	Yes	Yes
2.	Revenue recognition – Grants, subsidies and contributions	Yes	Yes	Yes
3.	Provision for rehabilitation	Yes	Yes	Yes
4.	Management override of controls	None	None	None

Areas of Focus: Infrastructure and Property, Plant and Equipment

Account	2024 $'000	2023 $'000
Property, plant and equipment	48,149	47,314
Infrastructure	307,459	304,315
Depreciation expense	7,972	7,765

Summary of response – valuation

Our audit procedures, among other things, included:

Controls testing:

- Assessing the design, implementation and operating effectiveness of key internal controls operating within the Infrastructure and Property, Plant and Equipment cycle.

Substantive testing:

- Performing test of details, on a sample basis, material additions and disposals to Infrastructure, investment property, Property, Plant and Equipment (which includes works in progress) to ensure they qualify for capitalisation under AASB 116 Property, plant and equipment;
- Testing accuracy and completeness of data sets including reviewing useful lives, condition assessments and depreciation rates;
- Performing test of details, on a sample basis over the annual depreciation charge;
- Reviewing management impairment assessment for any indication of management bias;
- Reviewing the disclosures in the notes to the financial statements is appropriate.

Findings and Conclusions

We would like to highlight the following key findings from our procedures:

- We identified one misstatement in relation to the non-capitalisation of a new asset constructed worth $0.1 million. (Refer to item 1 in Section 5 Identified Misstatement).
- We have also identified one minor improvement opportunity in relation to further enhancement of the fixed asset management policy (Refer to Section 4 Internal Control Findings). .

Conclusion

Based on our procedures, we are satisfied that infrastructure and property, plant and equipment, in all material respects, have been accounted for in accordance with the requirements of the Local Government Act 1995 (**LG Act**) and the Local Government (Financial Management) Regulations 1996 (**Financial Management Regulations**) and where not inconsistent, in accordance with the Australian Accounting Standards.

Area of Focus: Revenue recognition – Grants, subsidies and contributions

Account	2024 $'000	2023 $'000
Grants, subsidies and contributions	14,376	11,261
Capital grants, subsidies and contributions	15,347	10,218
Other liability	947	1,192

Summary of response

Our audit procedures, among other things, included:

Substantive testing:

- Performing test of details, on a sample basis, over grants, subsidies and contributions throughout the year and include transactions near year end to ensure they are correctly and completely accounted for in line with the Local Government's revenue recognition policy;
- Performing calculation checks for contract liabilities related to grants, subsidies and contributions and vouch for agreements;
- Reviewing receivables balances on a sample basis and perform subsequent receipt testing; and
- Performing testing on journal entries for any management override of internal controls related to revenue recognition.

Findings and Conclusion

During our sample testing of revenue transactions, we identified that the Shire incorrectly applied the requirements of ***AASB 15 Revenue from Contracts with Customers*** and ***AASB 1058 Income for Not-for-Profit Entities*** to various transactions. Upon reviewing the agreements and basis of revenue recognition, we identified a net decrease in revenue of $0.2 million. These errors were addressed during the audit, and the necessary adjustments were subsequently recognised by the Shire and reflected in the FY2024 financial statements. (Refer to item 2 in Section 5 Identified Misstatement and Section 4 Internal Control Findings).

Conclusion

Based on our procedures, we are satisfied that revenue, in all material respects, has been accounted for in accordance with the requirements of the **LG Act** and the **Financial Management Regulations** and where not inconsistent, in accordance with the Australian Accounting Standards.

Areas of Focus: Provision for rehabilitation

Account	2024 $'000	2023 $'000
Landfill Asset	1,055	1,053
Rehabilitation provision	8,322	4,637

Summary of response – valuation

Our audit procedures, among other things, included:

Substantive testing:

- Reviewing management's assessment to identify change in circumstances and any change required to the provision for remediation costs for the landfill;
- Reviewing present value calculation for the provision for remediation costs;
- Checking the accounting treatment and entries for the provision and the associated rehabilitation asset, were applicable;
- Reviewing fair value estimates of rehabilitation cost, testing reconciliations to general ledger, and assessing the scope, competency, and methodology of the valuation to determine fair values, including consideration of significant assumptions, methods and data utilised; and
- Reviewing the disclosures in the notes to the financial statements is appropriate.

Findings and Conclusions

During our review of the landfill cost model, various incorrect inputs were identified, leading to a net adjustment of $3 million resulting in an increase in provision and a corresponding decrease in the revaluation reserve. This error was addressed during the audit and the necessary adjustments were recognised by the Shire. (Refer to item 3 in Section 5 Identified Misstatement and Section 4 Internal Control Findings).

Conclusion

Based on our procedures, we are satisfied that revenue, in all material respects, has been accounted for in accordance with the requirements of the LG Act and the Financial Management Regulations and where not inconsistent, in accordance with the Australian Accounting Standards.

Area of Focus: Management override of controls

Summary of response
Our audit procedures, among other things, included: • Testing journal entries recorded in the general ledger and adjustments on a sample basis based on data analytics to identify journal entries that exhibit characteristics of audit interest; • Assessing accounting estimates for evidence of biases; • Reviewing unusual, significant transactions and related party transactions; and • Conducting an unpredictability test.
Findings and Conclusion
Based on our work, nothing has come to our attention to indicate that there are not proper processes and controls to manage the risk of management override of controls and that material key estimates and judgments are properly assessed and recognised.

Areas of Focus: Other critical disclosures within the financial statements

RSM has also audited the following critical disclosures in the financial statements by verifying the underlying calculations and auditing the evidence to support the amounts disclosed. Our findings are outlined in the below table.

Description of disclosure	RSM Audit response	Findings
1. **Related party disclosures**	We have reviewed the disclosures and supporting material to ensure compliance with AASB 124. We have assessed the Local Government's internal controls around the identification and proper disclosure of related party transactions and key management remuneration.	Our procedures regarding related parties did not identify any significant matters.
2. **Capital and other commitments for expenditure**	We have checked the underlying calculations and review the evidence to support the amounts disclosed.	Our procedures regarding capital and other commitments did not identify any significant matters.
3. **Areas subject to accounting estimates**	We have considered the areas of the Local Government's financial statements that are subject to estimation uncertainty, few are of sufficient quantum to be susceptible to material misstatement. We determined that the balances listed below include estimates that may be susceptible to material misstatement due to the measurement of the monetary amount. • Financial and non-financial assets- assessment of impairment indicators; • Depreciation rates applied to Infrastructure and Property, Plant and Equipment; • Landfill rehabilitation provision – discount rates, inflation rates and timing of future cash flows; • Employee benefits provisions – the probability of leave vesting, discount rates, wage inflation rates and timing of future cash flows; • Provision of doubtful debts – Excepted credit loss model assumptions used. Our additional audit work encompassed performing more granular assessments regarding the risk that accounting estimates are materially misstated. In addition, we focused on appropriately responding to the levels of estimation uncertainty, complexity and subjectivity in the accounting estimate.	Based on our procedures, we identified one misstatement that have been adjusted by management in relation to landfill rehabilitation estimates used (Refer to item 3 in Section 5 Identified Misstatement).

4. Internal Control Findings

Findings

Based on our testing, we have included an update on the status of prior year findings as well as the following control weaknesses identified during audit:

Two control weaknesses identified during the current year's audit related to the financial statements audit and three control weakness identified during the prior year's audit remain open. Seven control weaknesses identified during the prior year's general computer controls audit remain open.

Financial statements

Findings	Prior year finding	Rating	Status	Target completion date
1. Rehabilitation Provision Assessment	✓	Significant	Open	30 Apr 2025
2. Cutt-off procedure at year-end		Moderate	Open	30 Jun 2025
3. Revenue Recognition (AASB 15 and AASB 1058)	✓	Moderate (2023: Significant)	Open	30 Jun 2025
4. Fixed Asset Management Policy	✓	Minor (2023: Significant)	Open	30 Jun 2025
5. Fully depreciated assets no longer in Use		Minor	Open	30 Jun 2025

We have identified two areas for improvement: the capitalisation of GST on additions and long-outstanding bank reconciliation items. These were not flagged as control issues due to their immaterial financial impact in the current financial year.

General computer controls review

Findings	Prior year finding	Rating	Status	Target completion date
1. Financial Application – User Access Management	✓	Significant	Open	30 Jun 2025
2. Network Access Management	✓	Moderate	Open	30 Jun 2025
3. IT Governance - Standards, Policies & Procedures	✓	Moderate	Open	30 Aug 2024*
4. Risk Management	✓	Moderate	Open	30 Jun 2025
5. Business Continuity Management	✓	Moderate	Open	30 Aug 2024*
6. Network Security Management	✓	Minor	Open	30 Jun 2025
7. Password Management	✓	Minor	Open	30 Aug 2024*

*Will be verified in the FY25 audit.

5. Identified Misstatements

Materiality

In assessing the risk profile of the Shire, and in consideration of the users of the financial report, we have adopted materiality guidelines in accordance with Australian Auditing Standards. The benchmark used to calculate the materiality is based on the Shire's total expenditure for the year ended 30 June 2024.

Adjusted Misstatements

The following adjustments were identified as a result of our audit.

Description	Asset Dr/(Cr) $	Liabilities Dr/(Cr) $	Equity Dr/(Cr) $	Profit and Loss Dr/(Cr) $
1. To capitalise the construction of three new sculptures incorrectly expensed	136,196	-	-	(136,196)
2. To recognise operating grants incorrectly recognised as a receivable and revenue at year end.	(186,017)	-	-	186,017
3. Adjustment to landfill provision estimate	(237,519)	(2,661,406)	2,916,016	(17,091)
4. To reverse expense pertaining to FY25 incorrectly recognised in current year	-	356,464	-	(356,464)
5. To accrue for salaries and wages expense relating to the current financial year	-	(211,254)	-	211,254
6. To recognise debtor write-offs as an expense, initially netted off against fees and charges revenue	-	-	-	106,431 (106,431)
7. To adjust revenue transaction which was double counted	(383,938)	-	-	383,938
Total	**(671,278)**	**(2,516,196)**	**2,916,016**	**(271,458)**

Unadjusted Misstatements

We did not identify any misstatements during our audit which are unadjusted as at 30 June 2024.

Uncorrected Disclosures in the Financial Report

We did not identify any disclosure deficiencies in the financial statements for the year ended 30 June 2024.

Appendices

Appendix 1 – Required Communication to Those Charged with Governance

Appendix 2 – Changes in Accounting Standards

Appendix 1 – Required Communication to Those Charged with Governance

In accordance with Australian Auditing Standards, we are required to communicate the following matters to the Chief Executive Officer and the Council:

Matter	How we addressed this matter	Result
Independence	We have fully satisfied ourselves that we do not have any actual or perceived conflict of interest.	
Environmental matters	Based on our work within the scope of our engagement, nothing came to our attention to indicate the key controls around contaminated sites are ineffective.	
Subsequent events	Based on our work within the scope of our engagement, nothing came to our attention to indicate the subsequent events are not adequately disclosed or adjusted for within the financial report.	
Compliance with laws and regulations	Based on our work within the scope of our engagement, nothing came to our attention to indicate the key controls around compliance with laws and regulations are ineffective.	
External confirmations	There were no instances where management refused or denied us to send a request for external confirmation.	

Matter	How we addressed this matter	Result
Contingent liabilities or commitments	Based on our work within the scope of our engagement, nothing came to our attention to indicate the contingent liabilities or commitments are not adequately disclosed within the financial report.	
Going concern	At 30 June 2024, the Shire had a net current liability of $0.7 million. Notwithstanding the net current liability position, the financial statements have been prepared on a going concern basis because to the best of the Shire's knowledge, there are no plans for the Government to reduce provision of funding as and when required to enable the Shire to meet its obligations as and when they arise. In this regard, the Shire has the capacity to seek funding / loans from the State of Western Australia, if cash management issues were to arise. We confirm that the going concern basis of accounting is appropriate for the annual financial statements.	
Responsibilities relating to fraud	Based on our inquiries and audit procedures, we did not become aware of any fraud during our audit.	
Other Information	Our procedures have not identified any material misstatement within the other information contained within the financial report.	

Appendix 2 – Changes in Accounting Standards

Standard	Matter	Key requirements	Application date
AASB 13 Fair Value Measurement	AASB 2022-10 Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities	AASB 2022-10 amends AASB 13 Fair Value Measurement for fair value measurements of non-financial assets of not-for-profit public sector entities not held primarily for their ability to generate net cash inflows. Specifically, for such an asset, the standard: a) specifies that the entity is required to consider whether the asset's highest and best use differs from its current use only when, at the measurement date, it is: i. classified as held for sale or held for distribution to owners in accordance with AASB 5 Non-current Assets Held for Sale and Discontinued Operations; or ii. highly probable that the asset will be used for an alternative purpose to its current use; b) clarifies that the asset's use is 'financially feasible' if market participants would be willing to invest in the asset's service capaShire, considering both the capability of the asset to be used to provide needed goods or services to beneficiaries and the resulting cost of those goods or services; c) specifies that, if both the market selling price of a comparable asset and some market participant data required to measure the fair value of the asset are not observable, an entity uses its own assumptions as a starting point in developing unobservable inputs and adjusts those assumptions to the extent that reasonably available information indicates that other market participants (including, but not limited to, other not-for-profit public sector entities) would use different data; and d) provides guidance on how the cost approach is to be applied to measure the asset's fair value, including guidance on the nature of costs to include in the replacement cost of a reference asset and on the identification of economic obsolescence.	Period beginning on or after 1 January 2024.

For more information, visit: www.rsm.global/australia/service/audit-and-assurance services

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8.2 AUDIT AND RISK COMMITTEE - POLICY ROLE

File Number: **5476**

Author: **Neil Hartley, Director, Strategic Business**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

This report progresses one of the Regulation 17 review recommendations, that is, to include having the Code of Conduct (which is a Shire policy) referred to Council through the Audit and Risk Committee.

This report recommends that as a matter of process, wherever practical, policies and delegations be referred to Council through this Committee.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

The Audit and Risk Committee provides guidance and assistance to Council. The Committee assumes a key role in assisting the Shire fulfil its governance and oversight obligations related to financial reporting, internal controls, risk management systems, legislative compliance, ethical accountability and internal and external functions. Council's 26 October 2023 meeting resolved that the role and function of the Shire's Audit and Risk Committee would be to:

Undertake the tasks as outlined in the Local Government (Audit) Regulations, namely:

1. guide and assist the local government in carrying out:

a) its functions under Part 6 (Financial management) – like fees & charges, borrowing, rates etc;

b) its functions relating to other audits and other matters related to financial management; and

c) the local government's functions in relation to audits;

2. review the CEO's Systems & Procedures ("Regulation 17" report) and progress its implementation;

3. support the auditor to conduct the Shire's audits and the auditor's other functions;

4 oversee the implementation of any action that the local government is required to take in respect to:

a) examining an audit report received by the local government; determining if any matters raised by the audit report require action to be taken by the local government; and ensure that appropriate action is taken in respect of those matters;

b) what it has stated it has taken or intends to take in a report prepared addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and ensures that a copy of that report is

provided to the Minister within three months after the audit report is received by the local government; and

c) what it has stated it has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);

5. review the Compliance Audit Return and report to the Council the results of that review; and

6. to advise on how the Shire should proactively consider and deal with risk management issues relevant to it.

The Shire engaged Civic Legal to complete a review to meet compliance with Regulation 17 of the Local Government Audit Regulations. This review covered a selection of the Shire's systems and procedures relating to (a) risk management, (b) internal control and (c) legislative compliance. The report identified potential issues relating to the systems and procedures being reviewed and provided suggestions for improvement. This Reg.17 review occurs at least once every three financial years, with the last review being finalised in December 2023. One of its recommendations was have the Code of Conduct (which is a Shire policy) referred to Council through the Audit and Risk Committee.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 Reg.16 (Functions of Audit Committee) include the requirement for local government audit committees to oversee the implementation of actions agreed to be taken by Council in response to a Reg.17 review.

POLICY IMPLICATIONS

Nil applicable.

FINANCIAL IMPLICATIONS

Nil applicable.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Non-compliance with legislation.	Possible	Moderate	Medium	Continue to build and monitor internal procedures and to train/manage staff on legislative compliance.

Reputation: Adverse media and lack of community confidence.	Possible	Moderate	Medium	Continue to build and monitor internal procedures and to train/manage staff on legislative compliance.

CONSULTATION

No community consultation is required.

COMMENT

Whilst the Reg.17 review recommendation was only in respect to the Audit and Risk Committee reviewing the Code of Conduct, if that proposal is supported by the Committee, then it would seem appropriate to also refer every other Council policy and also the Council's Delegations to the Audit and Risk Committee to consider prior to them being referred on to Council for its final consideration. There may be occasions where urgency prevails and a policy or delegation might be required to be referred direct to Council, but on most occasions, there would be no impediment to using the Audit and Risk Committee to filter and fine-tune these important Council positions prior to final consideration being made by Council itself.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

Nil

COMMITTEE RESOLUTION AC26/24

Moved: Cr Brett Angwin
Seconded: Mr Peter McCumstie

That the Audit and Risk Committee recommends that Council modify the role and function of the Audit and Risk Committee to include an additional point #7, namely *"7. To review policies and delegations prior to them being referred to Council for final consideration".*

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

8.3 LOCAL GOVERNMENT ACT REFORM

File Number: **5475**

Author: **Telia Reilly, Administration Coordinator and Executive Assistant**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

This report provides Council with an update on the reforms to the *Local Government Act 1995* (the Act).

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

In 2017, the State Government announced it would be conducting a significant and comprehensive reform of the *Local Government Act 1995* (the Act). The review was conducted in two stages, with stage one including priority reforms and stage two comprising wide-ranging reforms. The majority of the stage one reforms have already been implemented. In November 2021, the stage two reforms were released for public consultation.

The *Local Government Amendment Act 2023*, which received Royal Assent on 18 May 2023, introduced the first tranche of reforms relating to the following:

- Optional preferential voting;
- Public election of the Mayor (President);
- Removal of wards for smaller local governments;
- Aligning the size of Councils;
- Reforms to the owner/occupier role (to prevent sham leases); and
- State-wide caretaker periods.

On 15 August 2024, the *Local Government Amendment Bill 2024* was introduced into Parliament that included the second tranche of proposed reforms to the Act. Key changes in the second tranche Bill include:

- Establishing the Local Government Inspector and monitors for early intervention into the affairs of local governments and elected councils;
- Providing greater role clarity for council, mayors and presidents, councillors and CEOs;
- An updated audit, risk and improvement committee structure that is independently chaired;
- A requirement for local governments to maintain an annual rates and revenue policy;
- Enabling resource sharing;
- Reducing red tape for regional subsidiaries;
- Streamlining processes for local laws;

- Establishing processes local government CEOs can use to deal with unreasonable repeat complaints;
- Facilitating council member superannuation; and
- Strengthening penalties.

On the 27 November 2024, the Local Government Amendment Bill 2024 (WA) was passed by the Legislative Council and is now awaiting Assent.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government Amendment Act 2023

Local Government Regulations Amendment Regulations (No.2) 2023

Local Government Amendment Bill 2024

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance:	Rare	Insignificant	Low	Ensure strong leadership, governance and decision-making. Communicate in a clear and transparent way.

CONSULTATION

While no consultation has occurred with the public or other agencies on this report, the Department of Local Government, Sport and Cultural Industries invited comments from local governments and the wider community to inform implementation. More than 200 submissions were received from local governments, peak bodies, advocacy groups and members of the public.

COMMENT

These reforms aim to enhance oversight, accountability, and transparency within local governments in Western Australia. While the Bill is currently awaiting Royal Assent, there are

various changes to regulations that need to be made. Such changes are under the auspices of the Minister to make, on guidance from the Department of Local Government, Sport and Cultural Industries and the State Solicitors Office.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Fact Sheet - Local Government Inspector and Monitors 

COMMITTEE RESOLUTION AC27/24

Moved: Mr Peter McCumstie
Seconded: Cr Brett Angwin

That the Audit and Risk Committee recommends that Council note the update on the reforms to the *Local Government Act 1995*, as detailed in this report.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

Department of
Local Government, Sport
and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Fact sheet: Local Government Inspector and Monitors

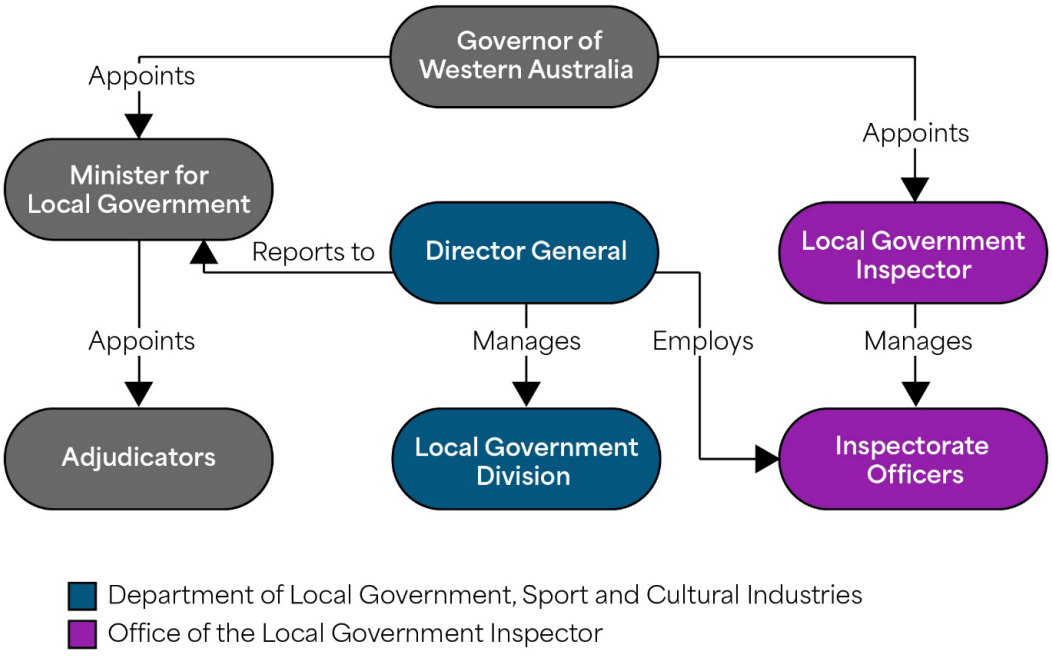
Local Government Amendment Bill 2024

Introduction

The independent Local Government Inspector (the Inspector) will lead the Office of the Local Government Inspector (the Office), which will be separate from the existing Local Government division at the Department of Local Government, Sport and Cultural Industries.

The Office will be comprised of the Inspector, supported by skilled investigators, compliance specialists, complaints handlers and other support staff.

The Inspector will be broadly independent of the direction of the government of the day in the exercise of their powers under the *Local Government Act 1995* (the Act).



Proposed structure and relationships for the Local Government Inspector and adjudicators

Why do we need an Inspector?

The Act outlines how the Western Australian Government may intervene to ensure that local governments are providing good government to their districts. Previous intervention tools have been limited and primarily relied on lengthy and costly local government inquiries.

A dedicated Office focuses on early intervention and compliance to mitigate dysfunction. Where intervention is necessary, stronger penalties and streamlined processes will now be available to ensure integrity is maintained in local governments.

This new system has been designed to provide:

- earlier intervention to enable resolution of potential problems before they escalate
- pathways to support local governments resolve problems without the need for more significant intervention
- greater accountability of local governments
- better decision-making by local governments
- improved public confidence in local governments
- increased community participation in the decisions and affairs of local governments.

Role of the Inspector

The Inspector's role is to:

- monitor the conduct of a local government's operations and affairs
- provide education and information to assist in compliance and conduct
- receive and deal with complaints
- conduct investigations, including those initiated by the Inspector
- if necessary, conduct an Inspector's Inquiry.

Powers of the Inspector

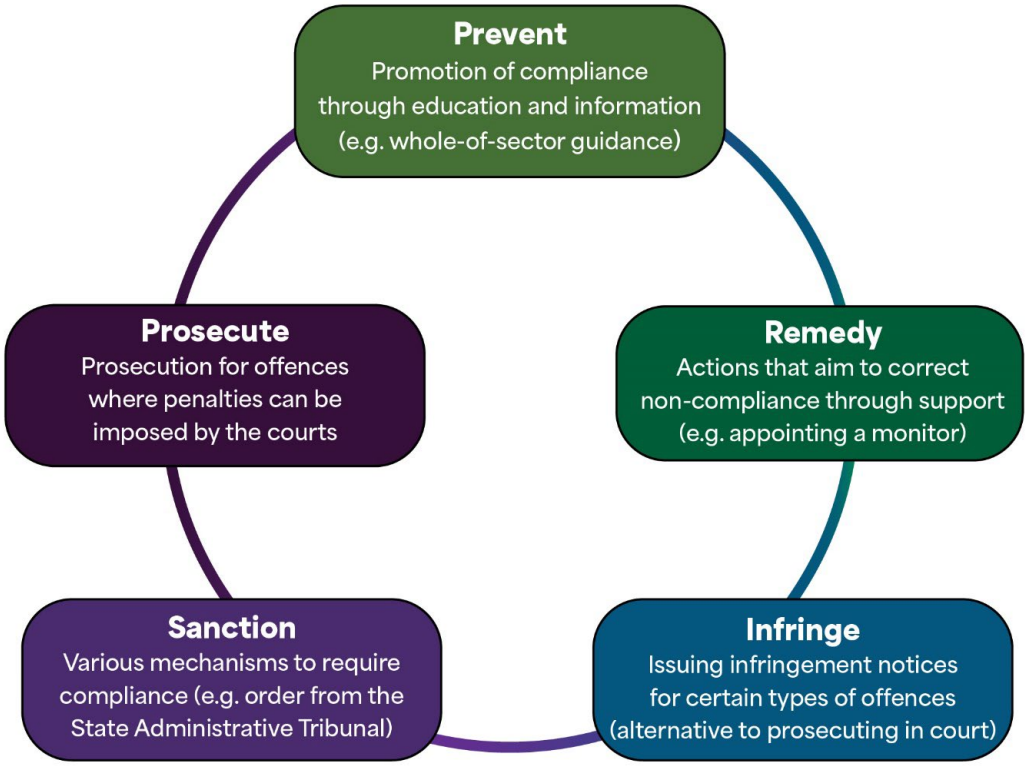
The Inspector will be vested with various powers to investigate complaints that exist under the current Act. These powers include:

- requiring a person to produce information about the local government's affairs
- requiring a person to appear before the Inspector and give evidence
- requiring a person to produce a document, information or property to the Inspector in the person's possession and allow the Inspector access to it
- entry onto local government property without a warrant and obtain a warrant to enter private property
- the ability to obtain the recording of council meetings (including meetings held behind closed doors).

New powers for the Inspector include the ability to:

- obtain business records and data access orders under Parts 6 and 7 of the *Criminal Investigations Act 2006*
- require a local government to compile information for the Inspector (referred to as a "statement of information")
- extend secrecy to some of their notices and directions
- recommend, through an Inspector's Inquiry, the dismissal of a council or council member.

Compliance powers of the Local Government Inspector



Early intervention

The Inspector will focus on early intervention to help local governments resolve issues before they escalate into wider dysfunction.

To achieve this, the Inspector can undertake compliance reviews, system analysis, and consult with and make recommendations to local governments. The Inspector may also appoint a monitor.

Monitors

A monitor may be appointed by the Inspector to assist a local government to address issues. They may also be appointed on request from a council, mayor or president, or a local government CEO.

Monitors will have specific experience or expertise, relevant to the potential problem they are being assigned to assist a local government resolve. It is expected that monitors may include:

- former mayors, presidents, and councillors
- former local government CEOs or experienced public sector administrators
- independent governance and legal professionals

- experts in organisational and interpersonal fields
- financial and accounting professionals
- other experienced professionals in fields that may relate to a function of a local government.

Monitors work constructively with the council members and staff to resolve issues, but they are not investigators. They promote compliance with laws by building capacity and facilitating resolutions to interpersonal problems where applicable.

A monitor's primary role is to work to identify and resolve a potential problem and report the outcome to the Inspector. If a monitor is not satisfied that they have been able to resolve a significant problem, they may report any areas of concern to the Inspector for further review.

If the monitor's report indicates that further action is required, the Inspector may choose to escalate the handling of the matter using the Inspector's other powers.

Monitors will have powers to inspect local government documents, attend closed meetings and require council members and employees to attend meetings to resolve issues. Monitors can have varied powers depending on the nature of their assignment and their terms of appointment.

Costs related to appointing a monitor will be borne by the local government.

Breaches

A person may complain to the Inspector regarding a behavioural, conduct or specified breach. The Inspector is to determine the type of breach complaint.

The Inspector may request further information from any relevant person regarding the complaint.

The Inspector will have broad powers to refuse to consider a complaint that is trivial, vexatious or misconceived. This system is designed to enable the Inspector to focus on dealing with credible complaints about potentially significant issues.

Read the new breach system fact sheet for more information.

General complaints

A general complaint is a complaint made by a person to the Inspector that a relevant person or the local government has contravened a provision of the Act or associated regulations.

This could be a breach of an offence provision or other non-compliance with a requirement of the Act. It does not include behavioural breaches, conduct breaches, recurrent or specified breaches.

The Inspector must acknowledge a general complaint within 14 days of receipt. A general complaint must relate to matters that occurred within the last 5 years.

The Inspector may conduct a preliminary assessment to decide whether to accept the complaint.

The Inspector may refer a general complaint to the council of the local government concerned if the Inspector is satisfied that this is more appropriate. The Inspector may issue instructions to a local government on how a general complaint is to be dealt with if the complaint relates to their CEO.

In some cases, the Inspector may refer a general complaint to another public officer or body who has authority or responsibility over matters raised if they believe it is more appropriate for the officer or body to deal with the complaint.

Investigations

Part of the Inspector's role will be to investigate claims that a council member has committed a breach of the Act, or another person has committed an offence under the Act. The Inspector may also investigate non-compliance with the Act by local governments.

The Inspector will have powers to obtain local government documents or business records, conduct voluntary interviews and if necessary, obtain search warrants to investigate such claims.

Inspector's inquiry

Where the Inspector determines there may be severe dysfunction in a local government, the Inspector may initiate an Inspector's inquiry.

During such an inquiry, the Inspector and their staff may require people associated with the local government to attend an interview, answer questions and compel evidence from them.

The Inspector must prepare a report at the end of the inquiry setting out their findings. This report may recommend the council, or a council member, be suspended or dismissed.

The Minister for Local Government will retain the option to establish a panel of inquiry, renamed an 'independent inquiry'. Independent inquiries will continue to have all the powers of a Royal Commission.

Suspension and dismissal

The reforms include stronger penalties for conduct breaches, including possible suspension of office for up to 3 months.

Where the behaviour of a council or individual council members is so serious that it prevents the local government from functioning properly, the Inspector may recommend that the Minister for Local Government suspend the council or council members.

Any council member who is suspended 3 times for a breach will be disqualified from office for 10 years.

Where an Inspector's inquiry finds that a council or its members' actions make them unlikely to be able to provide good government, they may recommend their dismissal.

Enforcement

The Inspector can compel compliance using various tools that are proportionate to the level of non-compliance. The Inspector will have the power to order a local government, council members, a local government CEO, or employees to comply with provisions of the Act and stop contravening the Act.

The Inspector can also deal with certain prescribed offences via an infringement with a modified penalty.

Where an infringement is not appropriate, other breaches that are investigated by the Inspector may employ escalating enforcement mechanisms depending on the nature of the breach, the evidence gathered, and intended outcome.

For example, the Inspector can consider the following options:

- appoint a monitor
- apply to the State Administrative Tribunal to make an order
- initiate prosecution through the court system.

Penalties

Penalties for offences have been revised throughout the Act, with financial penalties roughly doubled. This reflects the effects of inflation since the Act was passed in 1995.

The tier of penalty applied to each offence is based upon several factors including:

- the seriousness of the offence
- the need for an appropriate deterrent
- if the offence should be subject to an infringement scheme
- the penalty for a similar offence under another Act.

The Office will be able to deal with certain prescribed offences by way of an infringement notice with modified penalties, ensuring greater compliance with the Act.

Summary of new penalty tiers

Tier	Maximum fine	Imprisonment
1	$5,000	Not applicable
2	$10,000	Not applicable
3	$12,000	12 months
4	$24,000	24 months

Questions?

Get in touch with DLGSC via email to actreview@dlgsc.wa.gov.au

Department of Local Government,
Sport and Cultural Industries
PO BOX 8349
Perth Business Centre WA 6849
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Website: www.dlgsc.wa.gov.au

8.4 COMPLIANCE REPORTS - COUNCIL MINUTE MANAGEMENT

File Number: **4262 - Status Reports**

Author: **Sarah de Jong, Executive Services Coordinator**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

The Council Minute Management Report provides Council with an update on all actions required to be undertaken by the Administration once a resolution has been adopted by Council at the Ordinary Council and Audit and Risk Committee Meetings.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Officers are required to provide an accurate update on items to inform the Council on the progress, or any delays or the completion of each recommendation adopted by Council at the Ordinary Council and Audit Committee Meetings.

The report assists the Shire fulfil its corporate governance responsibilities in managing the affairs of the organisation. This includes financial reporting, risk management, compliance requirements and auditing.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.41(a) of the Act requires CEOs to advise councils in relation to the functions of a local government under both the *Local Government Act 1995*, and other legislation.

The CEO's function under section 5.41(b) is to ensure the availability of unbiased, professional and relevant advice and information to elected members for their decision-making purposes.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership 1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Financial, Legal and Compliance, Organisational Operations and Reputation	Unlikely	Severe	Extreme	Monthly reporting to the Audit Committee for awareness and direction where required.

CONSULTATION

Internal consultation has been undertaken with relevant areas to collate information.

COMMENT

Most items are up to date within reasonable parameters.

Staff leave, recent resignations and flood recovery impacts have had some impact on progress, and however the delays at this point are not concerning.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Actions - Council Minute Management - December 2024

COMMITTEE RESOLUTION AC28/24

Moved: Cr Geoff Haerewa
Seconded: Mr Peter McCumstie

That the Audit and Risk Committee receives the information contained in the report detailing Council Minute Management.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

Meeting	Officer/Director	Section	Subject
Council 28/03/2024	Chadwick, Mark Putland, Dale	Matters for which the Meeting May Be Closed (Confi	Waste Facility Site Identification Derby and Fitzroy Crossing 2024

RESOLUTION 42/24

Moved: Cr Geoff Davis
Seconded: Cr Geoff Haerewa

That Council:

1. Receives the report Waste Facility Site Identification Derby and Fitzroy Crossing prepared by ASK Waste Management Consulting;

2. Directs the CEO to ensure the potential waste facility sites remain confidential until land tenure agreements are secured.

3. Directs the CEO to complete the following;

(a) Identify potential waste facility sites and seek land tenure agreements;

(b) Investigate potential waste facility sites in parallel for Derby and Fitzroy Crossing;

(c) Complete basic soil test assessments of potential waste facility sites;

(d) Conduct a survey to confirm projected operational lifespan of the Derby waste facility site;

(e) Engage a suitably qualified and experienced project manager for the two waste facility projects; and

(f) Define specific lots for each potential waste facility site where tenure is required and detailed investigations can take place.

4. Considers the full costs of site investigations and construction for inclusion in the long-term financial plan for the waste facility sites in Derby and Fitzroy Crossing; and

5. Directs the CEO to prepare revaluation of future waste facility closure costs for Derby and Fitzroy Crossing and to bring back a report to Council for its consideration in the subsequent budget.

In Favour: Crs Peter McCumstie, Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley and Kerrissa O'Meara

Against: Nil

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

CARRIED 8/0

15 May 2024 10:41am Chadwick, Mark
The project has commenced; several meetings held and the setting up of a project working group on 17 May 2024., Currently officers are awaiting further advice (i.e. Enquiry Form has been lodged) with Department Planning Lands and Heritage regarding obtaining access to the 5 parcels of land vested with the (DPLH). This is required to conduct the soil site tests. , The expected completion date for this portion of project for reporting back to Council, will be once two sites have been identified for Derby and Fitzroy Crossing; to purchase each of the sites and to secure tenure., Currently in the process of developing a business plan and timeline to be endorse by Council a the OCM in August 2024. Once endorsed it will be presented to DWER and DPLH. , Tenders to be obtained via Vendorpanel for the investigation and construction of the waste facility site in Derby as well as the site testing. The scope of the tenders is pending review via the Waste project meeting group.

04 Dec 2024 3:32pm de Jong, Sarah - Target Date Revision
Target date changed by de Jong, Sarah from 11 April 2024 to 20 February 2025 - Abha Singh is now leading this project and will provide update to Council 20/02/2025

Meeting	Officer/Director	Section	Subject
Council 29/02/2024	Chadwick, Mark Putland, Dale	Development Services	Proposed Dedication of Portion of Sandford Road, Fitzroy Crossing

RESOLUTION 17/24

Moved: Cr Andrew Twaddle
Seconded: Cr Brian Ellison
That Council initiate the process required to dedicate a previously constructed portion of Sandford Road, Fitzroy Crossing through Lot 126 on DP215485 (Reserve 36669) and portion Lot 402 on DP77614 (Reserve 36669) as a public road pursuant to section 56 of the *Land Administration Act 1997* and associated regulations and direct the Shire Chief Executive Officer to progress the proposal accordingly.
In Favour: Mr Peter McCumstie and Crs Brett Angwin, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle
Against: Nil

CARRIED 7/0

16 May 2024 2:17pm Chadwick, Mark
The road dedication process has been initated with the Lands Division

04 Dec 2024 3:33pm de Jong, Sarah - Target Date Revision
Target date changed by de Jong, Sarah from 14 March 2024 to 20 February 2025 - The road dedication process has been initated with the Lands Division

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

Meeting	Officer/Director	Section	Subject
Council 28/03/2024	Chadwick, Mark Putland, Dale	Development Services	Local Planning Scheme No. 9 Review - Schedule of Submissions and Modifications

RESOLUTION 38/24

Moved: Cr Geoff Davis
Seconded: Cr Geoff Haerewa

That Council:

1. **Pursuant to Regulation 25(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, acknowledge all submissions received public advertising of the Shire of Derby/West Kimberley Local Planning Scheme No.9 and endorse the recommendations contained in Attachment 2 – Schedule of Submissions prepared in respect of the new Scheme;**
2. **Pursuant to Regulation 25 (3)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, support the Shire of Derby/West Kimberley Local Planning Scheme No.9 subject to the various modifications contained in Attachment 3 – Schedule of Proposed Modifications;**
3. **Pursuant to Regulation 28 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, forward the advertised version of the Shire of Derby/West Kimberley Local Planning Scheme No.9, the Schedule of Submissions (i.e. Attachment 2), the Schedule of Proposed Modifications (i.e. Attachment 3), and a copy this resolution to the Western Australian Planning Commission for formal consideration and the Hon. Minister for Planning's final determination;**
4. **Authorise the Chief Executive Officer to make any additional minor modifications to the Shire of Derby/West Kimberley Local Planning Scheme No.9 Scheme Text and/or Maps as may be required by the Western Australian Planning Commission or authorised person to address any spelling, grammar, legibility issues or mapping anomalies/errors as well as all modifications required by the Hon. Minister for Planning; and**
5. **Authorise the Chief Executive Officer and President to endorse all final revised documentation required to be prepared in respect of the Shire of Derby/West Kimberley Local Planning Scheme No.9 in due course by affixing the Shire's common seal and signing the documentation accordingly.**

In Favour: Crs Peter McCumstie, Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley and Kerrissa O'Meara

Against: Nil

CARRIED 8/0

15 May 2024 10:47am Chadwick, Mark
Awaiting confirmation from the Minister of Planning that the Local Planning Scheme may be published.

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

15 May 2024 10:49am Chadwick, Mark
Awaiting notification from the Minister of Planning that the Local Planning Scheme No. 9 is ready to endorse.
04 Dec 2024 3:30pm de Jong, Sarah
Awaiting notification from the Minister of Planning that the Local Planning Scheme No. 9 is ready to endorse.

Meeting	Officer/Director	Section	Subject
Council 29/08/2024	Chadwick, Mark Putland, Dale	Development Services	Demolition of Fire Damaged Asbestos Property at 20 Baobab Street

RESOLUTION 115/24

Moved: Cr Paul Bickerton
Seconded: Cr Geoff Haerewa

That Council authorises option 3 (Full Demolition and Remediation of Friable Asbestos in soil) and for the prosecution of the Building Order should the owner fail to comply with the Building Order issued for the demolition of 20 Baobab Street Derby WA 6728 and;

(a) In order to cover the cost of demolition and the inclusion of a caveat on the Title for Lot 775, No 20 Baobab Street Derby reflecting the Shire's interest in the land, requires the CEO to utilise the allocation of $150,000 in COA 2070666 PREV OTH Demolition of Condemned Buildings; and

(b) Once demolition and inclusion of Caveat on Title for Lot 775, No 20 Baobab Street Derby has been undertaken, the Chief Executive Officer be authorised to actively seek reimbursement of Shire's costs from the owner.

(c) That the Chief Executive Officer draft a Policy for Council's consideration, highlighting that the responsibility for suitably addressing contaminated and derelict (etc) properties remains with the owner and owners will be legally pursued to ensure compliance with orders, and/or costs for any Shire actions taken.

In Favour: Crs Peter McCumstie, Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Wayne Foley, Kerrissa O'Meara, and Andrew Twaddle

Against: Nil

CARRIED 8/0

04 Dec 2024 3:29pm de Jong, Sarah
Mark Chadwick to update for 20 February 20/02/2025 Audit & Risk Committee Meeting

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

Meeting	Officer/Director	Section	Subject
Council 17/10/2024	Davis, Mark Clarkson, Tamara	Executive Services	Submission to Housing Diversity Pipeline Round 2

RESOLUTION 140/24

Moved: Cr Geoff Haerewa
Seconded: Cr Brett Angwin

That Council:

1. **APPROVES the CEO to finalise and lodge the submission to the State Government's Housing Development Pipeline Round 2, as at Confidential Attachment 3.**
2. **SUPPORTS the finalisation of the Business Case to guide future housing development for the purpose of Shire employee housing; and**
3. **SUPPORTS the ongoing investigation into land and housing opportunities to increase the housing portfolio to support attraction and retention of the Shire workforce.**

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Geoff Davis, Brian Ellison, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 7/0

05 Dec 2024 1:03pm Davis, Mark
EOI document submitted.RFQ for business case closes mid December.
05 Dec 2024 5:26pm de Jong, Sarah - Target Date Revision
Target date changed by de Jong, Sarah from 31 October 2024 to 28 February 2025 - Ongoing

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

Meeting	Officer/Director	Section	Subject
Council 31/08/2023	Hartley, Neil Clarkson, Tamara	Executive Services	Derby Airport - Lease to Federal Government (SouthPAN Project)

RESOLUTION 93/23

Moved: Cr Peter McCumstie
Seconded: Cr Andrew Twaddle

That Council:

1. **Notes that this proposed lease arrangement is exempt from the standard Local Government Act S3.58 requirements, via Regulation 30 of the Local Government (Functions and General) Regulations;**
2. **Agrees to lease the portion of land referred to in this report to the Federal Government agency, Geoscience Australia, for a period of up to 20 years; and**
3. **Authorises the Chief Executive Officer to negotiate the appropriate lease form, conditions, and annual lease charge.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 6/0

06 Sep 2023 3:32pm Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 14 September 2023 to 31 December 2023 - Advice of Council's position forwarded to Federal Government's Geoscience Australia. Awaiting its response so lease price can be negotiated. Will largely use Geoscience Australia lease document as a base, plus include operational protections for the Derby Airport. Timeline and lease priority establishment for Geoscience Australia is unknown.

02 Oct 2023 8:35am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 31 December 2023 to 31 December 2023 - Drafting of a lease agreement for the Shire's consideration is being progressed by SouthPAN.

04 Dec 2023 9:37am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 31 December 2023 to 31 March 2024 - Shire's comments on lease draft have been submitted to SouthPAN for feedback (generally only minor as lease looks to be an almost standard type commonwealth government lease document). Lease price is still to be negotiated.

03 Apr 2024 10:02am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 31 March 2024 to 31 May 2024 - Discussions occuring between SouthPan and the Shire to finalise arrangements. Access point agreed; power and communications arrangements being progressed; lease deatils agreed to but not yet executed.

05 Aug 2024 4:16pm Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 31 May 2024 to 31 October 2024 - Lease being prepared by Commonwealth government.

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** **6 December 2024 12:45 PM**

04 Nov 2024 11:13am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 31 October 2024 to 30 November 2024 - Terms agreed to. Awaiting final version of Lease document from Federal Government to arrange Shire signing and sealing.

13 Nov 2024 10:43am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 30 November 2024 to 30 November 2024 - Final Document received - execution by both parties progressing.

02 Dec 2024 11:19am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 30 November 2024 to 13 December 2024 - Shire has signed/sealed the lease and returned it to Geoscience/SouthPAN. We are awaiting return of a fully executed original for our records.

Meeting	Officer/Director	Section	Subject
Council 29/02/2024	Hartley, Neil Clarkson, Tamara	Executive Services	One Tree Community Services Inc. Child Care Centre Lease and Building Modification; and Associated Residence

THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_11247)
CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT

DOCUMENT: \\SDWK-APP02\INFOCOUNCIL\DOCUMENTS\COUNCIL\MINUTES\CO_20240229_MIN_2286_AT.DOCX
Resolution not found

03 Apr 2024 10:06am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 14 March 2024 to 30 June 2025 - Discussions between Shire and One Tree (and third party, LotteryWest) occurring. Agreement in principle reached, but securing LotteryWest funding and implementation of building renovation will take time.

04 Nov 2024 11:14am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 30 June 2025 to 30 June 2025 - Draft Lease documents forwarded to One Tree. Awaiting feedback.

03 Dec 2024 4:08pm Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 30 June 2025 to 30 June 2025 - Discussions have been ongoing as to how to manage house maintenance and what the associated rental level should be (histroically it has been set very low at $80/week, with One Tree undertaking most maintenance itself). Child Care Centre lease seems to be OK with One Tree, but is at its Board level for consideration.

05 Dec 2024 9:48am de Jong, Sarah - Target Date Revision
Target date changed by de Jong, Sarah from 30 June 2025 to 28 February 2025 - Discussions on rent amount are ongoing and Civic Legal are preparing the two leases.

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

Meeting	Officer/Director	Section	Subject
Council 26/09/2024	Mildenhall, Christie Putland, Dale	Community and Recreation Services	Community Development Grant Assessments and Decision Process

RECOMMENDATION

That Council by ABSOLUTE MAJORITY;

1. **Delegates the determination of Community Grant applications to the CEO in the event that the timeframe required by the grant prevents the formal meeting of the "Community Grant Review Group" providing that the CEO has sought advice**
2. **Approves the CEO to update the Community Development Grant and Community Representative Grant Management Guidelines and other associated documents to reflect changes in the approval process.**

04 Dec 2024 12:56pm Mildenhall, Christie - Target Date Revision
Target date changed by Mildenhall, Christie from 10 October 2024 to 28 February 2025 - Item deferred pending further investigation.

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

Meeting	Officer/Director	Section	Subject
Council 26/10/2023	Mildenhall, Christie Putland, Dale	Community and Recreation Services	Derby Landcare Group Cattle Grid and Installation Request for Donation

RESOLUTION 131/23

Moved: Cr Geoff Haerewa
Seconded: Cr Paul Bickerton

That Council:

1. **Approves the donation of an ex-Main Roads WA cattle grid to the Derby Landcare Group for installation at the entrance to Munkajarra Wetlands subject to Derby Landcare Group taking on the ongoing maintenance and upkeep of the cattle grid; and**
2. **Approves the in-kind donation of Shire resources (staff and material) to the value of $3,000.00 to assist with the installation of the cattle grid at the entrance to Munkajarra Wetlands.**

In Favour: President Peter McCumstie, Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Wayne Foley, Brian Ellison, Kerrissa O'Meara, Brett Angwin and Paul Bickerton

Against: Nil

CARRIED 9/0 BY ABSOLUTE MAJORITY

16 May 2024 11:08am de Jong, Sarah - Reallocation
Action reassigned to Mildenhall, Christie by Smith, Sarah - Shane Edwards has left SDWK
16 May 2024 11:45am Mildenhall, Christie
Not yet progressed due to wet season. Installation of cattle grid proposed for end of May 2024
16 May 2024 11:51am Mildenhall, Christie - Target Date Revision
Target date changed by Mildenhall, Christie from 09 November 2023 to 03 June 2024 - Due to wet season installation scheduled for end of May 2024.
04 Dec 2024 2:10pm Mildenhall, Christie
Awaiting advice from DLGC that site is ready for the installation of grid.

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** **6 December 2024 12:45 PM**

Meeting	Officer/Director	Section	Subject
Council 29/08/2024	Modi, Bhavesh Neate, Wayne	Technical Services	Award of Tender T02-2024/25 Gee Gully Road Reshaping and Gravel Resheeting

RESOLUTION 113/24

Moved: Cr Wayne Foley
Seconded: Cr Paul Bickerton

That Council;

1. **Award Tender T02-2024/25 Gee Gully Road Reshaping and Gravel Re-sheeting to Buckley's Earthworks and Paving; and**
2. **Authorise the CEO to negotiate with the successful tenderer to increase the amount of works onsite to expend the budget.**

In Favour: Crs Peter McCumstie, Brett Angwin, Paul Bickerton, Geoff Davis, Wayne Foley, Kerrissa O'Meara, and Andrew Twaddle

Against: Nil

CARRIED 7/0

03 Dec 2024 3:53pm de Jong, Sarah - Target Date Revision
Target date changed by de Jong, Sarah from 12 September 2024 to 28 February 2025 - Under negotiation

Meeting	Officer/Director	Section	Subject
Council 29/08/2024	Neate, Wayne Brazil, Jill	Technical Services	Old Crossing - Fitzroy Crossing

RESOLUTION 114/24

Moved: Cr Paul Bickerton
Seconded: Cr Wayne Foley

That Council not reinstate the southern approach from Yurabi Road in the immediate future and instruct the Chief Executive officer to;

1. **Undertake observations of the southern approach river bank to see if any further erosion or river course changes take place over the next two wet seasons;**
2. **Instruct officers to allow traffic on the northern approach access to the river bed and sand bars as per previous practice and;**

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

3. Instruct officers to investigate funding sources for the low-level crossing in both its historical use and as a future tourism attraction.

In Favour: Crs Peter McCumstie, Geoff Haerewa, Brett Angwin, Paul Bickerton, Wayne Foley, Kerrissa O'Meara, and Andrew Twaddle

Against: Cr Geoff Davis

CARRIED 7/1

08 Nov 2024 9:59am Neate, Wayne - Target Date Revision
Target date changed by Neate, Wayne from 12 September 2024 to 30 April 2026 - Item states monitor the river for the next 2 years. Also have recieved the geomorpholigy report for the river

03 Dec 2024 3:56pm de Jong, Sarah - Target Date Revision
Target date changed by de Jong, Sarah from 30 April 2026 to 30 May 2026 - Under investigation - Officers will monitor over the next 2 wet seasons and report back to Council.

Meeting	Officer/Director	Section	Subject
Council 25/08/2022	Neate, Wayne Brazil, Jill	Technical Services	REQUEST TO CLOSE HOLLAND STREET, DERBY AND TO AMALGAMATE WITH ADJOINING LAND

RESOLUTION 110/22

Moved: Cr Andrew Twaddle
Seconded: Cr Rowena Mouda

That with respect to request to close Holland Street, Derby and to amalgamate with adjoining land, Council:

1. **Pursuant to Section 58 of the Land Administration Act 1997, support the permanent closure of Holland Street, Derby as outlined in this Report and expresses its preference that the closed portion be offered to adjoining land owners to acquire those portions of the closed road that abut their land;**
2. **Give notice of the proposed road closure in accordance with *Land Administration Act 1978* allowing a minimum period of 35 days for people to lodge submissions from the date of the notice;**
3. **At the conclusion of the submission period, that the Chief Executive Officer be requested to provide a further report addressing whether to proceed or not to proceed with the proposed road closure in light of any submissions; and**

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

4. Instruct the Chief Executive Officer to write to all of the owners requesting that they indemnify the Shire and the State of Western Australia of any and all third party costs that may be triggered by this process and only proceed with points 1, 2 and 3 when all letters are received from all property owners that adjoin the Holland Street road reserve.

In Favour: Crs Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 6/0

03 Nov 2022 4:38pm Neate, Wayne - Target Date Revision
Revised Target Date changed by: Neate, Wayne From: 8 Sep 2022 To: 30 Jan 2023, Reason: All letters agreeing to indemnify Shire have been recieved from all property Owners. Currently advertising proposal and will await outcome of advertising.

02 Aug 2023 3:17pm Neate, Wayne - Target Date Revision
Target date changed by Neate, Wayne from 30 January 2023 to 09 December 2023 - Application has been lodged with DPLH we now await thier confirmation and process's to occur to finalise the process

08 May 2024 12:43pm Neate, Wayne - Target Date Revision
Target date changed by Neate, Wayne from 09 December 2023 to 25 December 2024 - The matter is now sitting with DPLH and will fall within thier processing timeframes - Road closures are normally not a priority so this process may take some time

03 Dec 2024 3:57pm de Jong, Sarah - Target Date Revision
Target date changed by de Jong, Sarah from 25 December 2024 to 01 December 2025 - The matter is now sitting with DPLH and will fall within thier processing timeframes - Road closures are normally not a priority so this process may take some time

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

Meeting	Officer/Director	Section	Subject
Council 24/04/2024	Putland, Dale Putland, Dale	Community and Recreation Services	Youth Engagement and Safety at Derby Youth Centre

RESOLUTION 55/24

Moved: Cr Kerrissa O'Meara
Seconded: Cr Brian Ellison

That Council by ABSOLUTE MAJORITY:

1. **Approves the recommendation of installing a new, upgraded fence at the Derby Youth Centre;**
2. **Approves expenditure of up to $148,000 (noting this amount includes art installations) (inc. GST) for the purpose of installing the Derby Youth Centre fence, and four (4) art installations, within the FY23/24 Shire budget;**
3. **Delegates oversight of this project to the Shire CEO; and**
4. **Notes that Shire administration will pursue funding to offset the cost of fence installation at the Derby Youth Centre.**

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Brian Ellison, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 6/0 BY ABSOLUTE MAJORITY

16 May 2024 3:45pm Reilly, Telia - Reallocation
Action reassigned to Fromont, Paul by Reilly, Telia - Following the production of the report, this has been assigned to appropriate manager

16 May 2024 3:49pm Reilly, Telia - Target Date Revision
Target date changed by Reilly, Telia from 08 May 2024 to 31 July 2024 - Following Council approval of the business case, a vendor panel post was done giving 14 days to submit a qoute for the installation of a new fence and the removal of the old fence. Replies must be received before the 24th May. Once all submissions have been received a preferred supplier will be selected.

03 Dec 2024 4:55pm de Jong, Sarah - Reallocation
Action reassigned to Putland, Dale by de Jong, Sarah - Paul Fromont no longer employed

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

Meeting	Officer/Director	Section	Subject
Council 30/05/2024	Putland, Dale	Matters for which the Meeting May Be Closed (Confi	Ngunga Early Years - Lease of Land and Proposed Transfer of Reserve - Commercial in Confidence
	Putland, Dale		

RESOLUTION 77/24

Moved: Cr Geoff Davis
Seconded: Cr Kerrissa O'Meara

That Council:

1. **Endorses the establishment of a 21-year lease (on a peppercorn style basis) to Ngunga Women's Group for a 1,300sqm parcel of land from Reserve Number; 24904 (part of 28 Ashley Street) vested in the Shire of Derby/West Kimberley for Recreation and Community Purposes, for the establishment of the Early Years Centre, inclusive of a day care centre with a 30 children capacity;**
2. **Authorises the CEO to progress the lease to its conclusion;**
3. **Authorises the CEO (once the initial lease has been executed) to apply to the Minister for Lands, for a further 21-year lease as above;**
4. **Approves the CEO to progress the formal transfer of the leased area of land (approximately 1,300sqm) to Ngunga Women's Group (Aboriginal Corporation) through the Department of Planning, Lands and Heritage, under the authority of the Minister for Lands; and**
5. **Authorises the CEO to undertake all necessary actions to facilitate the above transfer.**

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 9/0 BY ABSOLUTE MAJORITY

09 Oct 2024 3:24pm de Jong, Sarah - Reallocation
Action reassigned to Putland, Dale by Smith, Sarah - To be taken over by Dale Putland on CEO and Strategic Business departure

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 6 December 2024 12:45 PM

Meeting	Officer/Director	Section	Subject
Council 29/08/2024	Reilly, Telia Clarkson, Tamara	Executive Services	One Tree Community Services Inc. - Works Proposal

RESOLUTION 110/24

Moved: Cr Andrew Twaddle
Seconded: Cr Kerrissa O'Meara

That Council:

1. Endorses as the property owner, the installation of the childcare centre modifications proposed, subject to:

(a) One Tree Community Services Inc. securing all necessary planning and building assessments and approvals, prior to any works commencing;

(b) One Tree Community Services Inc. allowing Shire staff to undertake a pre-construction inspection and regular inspections throughout the works to ensure the asset remains in an acceptable condition

(c) One Tree Community Services Inc. rectify any damage as a result of the work being undertaken to any part of the building or infrastructure.

2. Require One Tree Community Services Inc. to engage with the community to keep them informed of the works proposed and any inconveniences that might occur during the period the improvements are being constructed.

In Favour: Crs Peter McCumstie, Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 8/0

05 Dec 2024 9:49am de Jong, Sarah - Target Date Revision
Target date changed by de Jong, Sarah from 28 February 2025 to 28 February 2025 - Ongoing - staff have meet with One Tree to discuss works.

8.5 COMPLIANCE REPORTS - COUNCIL MEMBER MEETING ATTENDANCE

File Number: **4262 - Status Reports**

Author: **Sarah de Jong, Executive Services Coordinator**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

For the Committee to monitor Council Member attendance at Ordinary Meetings of Council and Special Council Meetings to oversee compliance with the *Local Government Act 1995*.

In accordance with regulation 14D of the Local Government (Administration) Regulations 1996 Council may approve the holding of any Ordinary or Special Council Meeting by electronic means (vis. telephone, video conference or other means of instantaneous communication).

Council cannot authorise more than half of its Council meetings, to be held electronically, in any rolling 12 months period.

A Council Member may attend council or committee meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in any rolling 12 months prior period. Authorisation can only be provided if the location and the equipment to be used by the Council Member is suitable to enable effective, and where necessary confidential, engagement in the meeting's deliberations and communications.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

The Council Member Meeting Attendance Reports provides Council with accurate meeting attendance register and allows the Administration to monitor attendance by Council Members to ensure compliance with the Local Government Act 1995 and Local Government (Administration) – Amendment Regulations 2022.

STATUTORY ENVIRONMENT

Local Government Act 1995

2.25. Disqualification for failure to attend meetings

(1) A council may, by resolution, grant leave of absence, to a member.

(2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.

(3A) Leave is not to be granted in respect of —

(a) a meeting that has concluded; or

(b) the part of a meeting before the granting of leave.

(3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.

(4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.

(5A) If a council holds 3 or more ordinary meetings within a 2-month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

(5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —

(a) if no meeting of the council at which a quorum is present is actually held on that day; or

(b) if the non-attendance occurs —

(i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or

(ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or

(iii) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or

(iiii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

(6) A member who before the commencement of the *Local Government Amendment Act 2009* section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.

[Section 2.25 amended: No. 49 of 2004 s. 19(1); No. 17 of 2009 s. 5; No. 31 of 2018 s. 5.]

***Local Government Act 1995* – Local Government (Administration) – Amendment Regulations 2022**

Regulation 7 inserts additional provisions for meetings that are conducted entirely by electronic means under regulation 14D. Regulation 14D provides for a meeting of council or committee to be conducted by electronic means outside of a declared state of emergency. Regulation 14D(1) defines a relevant period in relation to the backward-looking test used to calculate how many electronic meetings a local government has conducted over the previous 12 months relative to the proposed meeting, and the 50% cap provided by regulation 14D(2A). Subsection 14D(2)(a)(ii) is amended to require the mayor, president or council to consider the requirements under subregulation 14D(2B) in deciding whether to conduct an electronic meeting. Regulation 14D(2B) requires the local government to consider the suitability of a person's location and their equipment with respect to effective communication and confidential matters during a meeting.

Regulation 14D(2A) applies the 50% cap to the number of electronic meetings that a local government (council) may authorise outside of an emergency situation under subregulation (2)(c) over a 12-month period. The backward-looking test used to determine how many meetings have

already been held by electronic means in the preceding 12 months applies in the same way it does for electronic attendance at in-person meetings.

Regulation 14D(2B) inserts the criteria that the authorising authority (the mayor, president or council) are required to consider before deciding to hold an electronic meeting. The authorising authority is required to consider each council or committee member's ability to maintain confidentiality during closed parts of the meeting and the suitability of each person's intended location and equipment to enable effective engagement in council deliberations. The authorising authority must have regard to these matters when deciding to hold and authorise electronic meetings. Electronic meetings held outside of emergency circumstances under subregulation 2(c) may only be approved by council.

Subregulations 14D(5)(a) and (b) insert subsections (6) to (8) that apply to closed parts of electronic meetings. Subsection (6) requires each member in attendance to make a declaration that they can maintain confidentiality during the closed part of the meeting. Subsection (7) requires that if a member makes a confidentiality declaration but is unable to maintain confidentiality subsequent to the declaration, they are required to leave prior to the closed part of the meeting. Subsection (8) requires a member's declaration to be recorded in the meeting minutes.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership 1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Financial, Legal and Compliance, Organisational Operations and Reputation	Unlikely	Severe	Extreme	Monthly reporting to the Audit Committee for awareness and direction where required.

CONSULTATION

Internal consultation has been undertaken with relevant areas to collate information.

COMMENT

The following table outlines Council Members that have a lesser percentage attendance then the legislative allowance (50%)

Elected Member	Percentage
Cr Geoff Davis	38%

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Electronic Council Meeting Attendance Table - 2024 ⇩

COMMITTEE RESOLUTION AC29/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Davis

That the Audit and Risk Committee receives the information contained in the reports detailing Council Member meeting attendance (including via electronic means).

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

MONTH	15-Dec	22-Feb	29-Feb	21-Mar	28-Mar	24-Apr	30-May	13-Jun	27-Jun	25-Jul	22-Aug	29-Aug	19-Sep	26-Sep	17-Oct	31-Oct	28-Nov	12-Dec
TYPE/LOCATION	DBY DBY	Special DBY	DBY DBY	Special DBY	FX FX	DBY DBY	FX FX	Special DBY	DBY DBY	OCM - REMOTE Cancelled	Special DBY	DBY DBY	Special DBY	FX FX	Special DBY	DBY DBY	OCM - FX	OCM - DBY
NAME																		
P McCumstie	P	P	P	P	P	P	P	P	P	C	O	O	P	P	P	P	P	
G Haerewa	P	O	O	P	P	P	P	P	P	C	P	P	A	LOA	P	P	P	
A Twaddle	P	P	P	P	A	P	P	P	P	C	P	P	P	P	P	P	P	
G Davis	P	O	O	O	P	A	P	O	O	C	O	O	A	P	O	A	P	
B Angwin	P	P	P	P	P	P	P	P	P	C	P	P	P	P	P	P	P	
P Bickerton	P	P	A	P	P	LOA	P	P	P	C	P	P	A	P	A	P	P	
B Ellison	P	P	P	P	P	P	P	P	P	C	LOA	LOA	LOA	LOA	P	P	P	
W Foley	P	P	P	P	P	LOA	P	P	P	C	P	P	P	P	A	P	P	
K O'Meara	P	P	P	P	P	P	P	P	P	C	P	P	P	P	P	P	LOA	

P	: IN-PERSON
O	: ONLINE
A	: APOLOGY
LOA	: LEAVE OF ABSENCE
C	CANCELLED

* Inclusion depends on date not conflicting with 12

Physical Attendance	Online Attendance	Apology*	LOA*	Total Attendance	Physically In Attendance %*	NAME
14	2	0	0	16	88	P McCumstie
12	2	1	1	14	86	G Haerewa
15	0	1	0	15	100	A Twaddle
5	8	3	0	13	38	G Davis
16	0	0	0	16	100	B Angwin
12	0	3	1	12	100	P Bickerton
12	0	0	4	12	100	B Ellison
14	0	1	1	14	100	W Foley
15	0	0	1	15	100	K O'Meara

*Not counted in attendance %

*Measured using "rolling 12 months period".

8.6 GOVERNANCE AND COMPLIANCE - RISK MANAGEMENT

File Number: **5476**

Author: **Telia Reilly, Administration Coordinator and Executive Assistant**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

This report presents an update on controls developed and implemented in ensuring effective risk management.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

The Audit and Risk Committee provides guidance and assistance to Council. The Committee assumes a key role in assisting the Shire fulfil its governance and oversight obligations related to financial reporting, internal controls, risk management systems, legislative compliance, ethical accountability and internal and external functions.

There are a number of audits that local governments are required to complete addressing these points and the reports from these audits are presented for endorsement at the time. Managing risk requires all Council Members and officers to use an interactive process consisting of steps that, when undertaken in sequence, enable a sound basis for decision-making and facilitates continuous improvement in performance.

STATUTORY ENVIRONMENT

Local Government Act 5.41 (Functions of CEO) outlines that the functions of the CEO include the requirement to manage the day to day operations of the local government, including coordinating the undertaking of the legislative requirements of the local government.

Local Government (Audit) Regulations 1996 outlines requirements for financial and systems audits.

Local Government (Financial Management) Regulations 1996 outlines requirements for financial and systems audits.

POLICY IMPLICATIONS

Nil applicable.

FINANCIAL IMPLICATIONS

Nil applicable.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Non-compliance with legislation.	Possible	Moderate	Medium	Continue to build and monitor internal procedures and to train/manage staff on legislative compliance.
Reputation: Adverse media and lack of community confidence.	Possible	Moderate	Medium	Continue to build and monitor internal procedures and to train/manage staff on legislative compliance.

CONSULTATION

Internal consultation.

COMMENT

The CEO ensures adequate systems of internal control are in place to mitigate business risk and promote effectiveness and efficient operations.

The Audit and Risk Committee review all audit reports and provide advice to Council on significant issues identified in audit reports and action to be take on issues raised.

Audits

OAG - Annual Financial Audit and Performance Audits

The Office of Auditor General's role is to audit financials and activities of WA local government entities, and report findings to Parliament. RSM is appointed to conduct these audits on their behalf.

The annual Audit considers review of Statement of Financial Position as at 30 June, Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Activity for the year ended.

The statutory deadline of 30 September 2024 to submit Annual Financial Statements was met. The 2023/24 findings is not available at the time that this report was finalised. The 2023/24 Annual Audit will be presented to the 10 December Audit and Risk Committee meeting for adoption.

Regulation 5 Audit

Paxon Group were appointed to perform the Regulation 5 financial management review. This review is required every three financial years.

This includes a review of processes and key controls within the following areas:

- Proper collection of all money owing to the local government
- Safe custody and security of all money collected or held by the local government
- Maintenance and security of the financial records of the local government (whether maintained in written form of by electronic or other means or process)
- Ensure proper authorisation for the incurring of liabilities and the making of payments
- Maintenance of payroll, stock control and costing records

This report was received in November 2023.

Regulation 17 Audit

The Shire engaged Civic Legal complete a review of a selection of the Shire's systems and procedures relating to risk management, internal control and legislative compliance. The report provided seeks to identify potential issues relating to the systems and procedures being reviewed and provides suggestions for improvement. This review occurs at least once every three financial years.

While there a number of cross over assessments in each of the audits, it is a beneficial process for the organisation to conduct.

This report was received in December 2023.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Shire of Derby/West Kimberley Risk Register - December 2024

COMMITTEE RESOLUTION AC30/24

Moved: Mr Peter McCumstie
Seconded: Cr Brett Angwin

That the Audit and Risk Committee recommends that Council receive and note the information contained in the Shire of Derby/West Kimberley Risk Register – December 2024.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

Shire of Derby / West Kimberley Risk Register
December 2024

	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Regulation 17 Review - December 2022									
1	Risk Management	5.1 Risk management framework (Risk Management)	The Shire maintains a Risk Management Framework (March 2020). We understand from officers that this was developed in consultation with LGIS and is due to be reviewed in 2023. The framework includes the Risk and Opportunity Management Policy (June 2021). The Shire's Risk Dashboard Report (February 2020) covers various topics for each business unit of the Shire. It includes control areas, ratings, and actions proposed by the Shire to address risk weaknesses.	Ensure the Risk Management Framework makes adequate reference to the operation of the Risk Dashboard. Include a table of review details, including review deadlines in the Risk Management Framework. Review and update the Risk Dashboard Report. Present it to the audit committee as an update and request that the audit committee consider resourcing needs.	Reg 5 5.3 Audit Finding Procurement & Purchasing Process Compliance ISA 2022 8. Risk Management ISA 2023 5. Risk Management	Extreme	Draft review to Executive June 2024	The Risk Management Framework is complete. Ongoing review of operational and strategic risks occurs, reported to Executive meetings. This will be further developed, and presentated to the Audit and Risk Committee Meeting every three months.	Ongoing
2	Risk Management	5.1 Risk management reporting (Risk Management)	The Risk Management Framework contains guidance on risk reporting including a risk matrix and acceptance criteria. Key controls and actions are listed in the Risk Dashboard Report under each category. Each action is assigned to a responsible officer. There is no formal system for reporting and escalating internal risks (e.g. issues with financial procedures). Staff are expected to bring such risks to the attention of their supervisor. Apart from the Risk Dashboard Report, the Shire does not maintain a risk register.	Add the topic of 'risk management' to senior management group meeting agenda templates. Ensure employees are regularly encouraged to report internal/ business/strategic risks. For example, employees could be regularly reminded during team meetings. Ensure all risks identified are recorded, including follow-up actions. This may be in the form of a risk register.		Extreme		This has been included on the Organisational Management Team agenda, occuring monthly.	Ongoing
3	Business Continuity	5.1 Business Continuity Plan (Risk Management)	The Shire has a draft Business Continuity Management Procedures Manual (March 2020) and Business Continuity Response Plan (March 2020). Both are yet to be endorsed. The drafts were prepared with assistance from LGIS consultants. The plan considers loss of IT or communications and refers to an IT Disaster Recovery Plan. The Shire has recently initiated a structure of regular Shire/Managed IT services management meetings. The first meeting had not yet been held at the time of this Review.	Review and adopt the draft Business Continuity Plan and Business Continuity Management Procedures Manual. Ensure the Shire's IT contractors are consulted regarding business continuity of IT systems. Ensure the IT Disaster Recovery Plan referred to in the Business Continuity Response Plan is regularly reviewed. Ensure Managed IT are involved in the review process. Schedule regular management meetings between the Shire and Managed IT. Create a status report of tasks for Managed IT to undertake and monitor actions relating to those tasks at the management meetings.	ISA 4. IT Governance and Strategy ISA 5. Physical and Environmental Security Management ISA 6. Business Continuity Mangement	Extreme		The Business Continuity Plan has been approved. The introduction of process mapping has identified a number of processes, this will continue. Shire staff meet bi monthly with Managed IT. DRP implemented.	Completed
4	Budget	5.1 Addressing incorrect accounting estimates (Risk Management)	The Shire undertakes quarterly budget reviews, where the budget is rebalanced. Where a significant variation occurs between budget reviews, a budget review item may be presented directly to council, rather than waiting for the next quarterly budget review. Where an item is found to be more than the purchase order, checks will be undertaken into other areas of underspending to allow for the additional expense. The Synergy accounting system will warn officers if the item they are drafting a purchase order for something that is beyond the budgetary allocation for that cost area.	No suggested action.					No Further Action
5	Claims and Litigation	5.1 Dealing with claims and litigation (Risk Management)	The Shire does not have a formal internal process for dealing with claims and litigation. However, we understand from officers that it is well understood that engagement of legal advisors requires approval of the CEO.	Draft a CEO directive to provide guidelines for how to manage a claim in a manner that minimises risk. This should include consulting with the Shire's insurers and guidance on how to appropriately communicate to the claimant (if at all).		Medium		There is a draft CEO Directive (D-CP5) Criminal Investigations and Prosecutions that continues to be reviewed to include claims and litigation against the Shire. Liaison ongoing with LGIS.	Progressing
6	Code of Conduct	5.1 Preventing and uncovering misconduct, fraud and theft (Risk Management)	The Fraud, Misconduct Control and Resilience Policy (February 2022) refers to relevant Australian standards and outlines basic reporting requirements. The policy also refers to public interest disclosure requirements. The Shire's management of public interest disclosures are guided by the Shire's Public Interest Disclosure Guidelines (August 2022). The Shire's Code of Conduct for Employees (March 2022) states the integrity and ethical standards expected from employees of the Shire. All new employees are required to sign to confirm that they have received the Code of Conduct for Employees. The Code of Conduct for Council Members, Committee Members and Candidates states the standards expected of the conduct and behaviour of councillors, committee members and candidates. This is supported by the Code of Conduct Behaviour Complaints Management Policy (June 2022). We understand from officers that the CEO generally promotes the importance of procedures dealing with misconduct, fraud and theft at senior manager meetings and staff meetings.	Include adoption/review details as well as a review deadline in the Code of Conduct for Council Members, Committee Members and Candidates.		Medium		Inclusion of a compliance task C150 to review every two years. Reviewed document following 2023 Ordinary Elections. To be presented to a future Council meeting for adoption.	Progressing

Shire of Derby / West Kimberley Risk Register
30 April 2024

	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Regulation 17 Review - December 2022									
7	Environmental Management Plan	5.1 Environmental risk management (Risk Management)	The Shire does not maintain a Shire-wide environmental risk management plan. The Shire does maintain a Derby Port Environmental Policy which sets out high-level goals regarding the environmental management of the port and surrounding waters. Specific mitigation strategies are not identified. The Derby Waste Disposal Site is nearing the end of its capacity.	Develop environmental management plans for high-risk areas of the Shire. All plans must comply with relevant legislation vesting/management orders, and head leases. High-risk areas may include waste management sites, the Derby Port, and the Derby and Fitzroy Crossing depots and their respective airports. If not done so already, ensure all contaminated sites are being managed in accordance with their waste site licence requirements and other relevant statutory requirements. Plan for the future of the Shire's (and its community's) waste disposal requirements. Consider developing a Shire-wide Environmental Risk Management plan to address the Shire's environmental targets. This may include factors such as responsible disposal of chemicals, waste reduction targets, water consumption and electrical consumption. Ensure the Derby Port Environmental Policy is dated and includes review details.	FA 2022 3. Rehabilitation Provision Assessment FA 2023 3. Rehabilitation Provision Assessment			Consultant engaged and project plan developed.	Programmed for 2025
8	Work Health and Safety	5.1 Work Health and Safety (WHS) procedures (Risk Management)	We understand from officers that the Shire recently created a Work Health and Safety Committee which will meet every two months. Any incidents and risks identified are to be discussed during these meetings. Executive employees will attend these meetings. LGIS recently completed a 3 Steps to Safety review of the Shire's WHS systems and procedures. The Shire has been provided with an OSH Action Plan (April 2022) following this review. We understand from officers that the Shire is currently receiving some assistance from WHS representatives from the City of Perth. A new employee has begun in the new role of Senior Work Health and Safety Officer. This new employee will continue to action items listed in the OSH Action Plan provided by LGIS, although we understand further training will be required for this officer.	Ensure a clear procedure is established for employees to report incidents and concerns to the Work Health and Safety Committee or Senior Work Health and Safety Officer. Monitor progress made in relation to tasks listed in the OSH Action Plan and ensure all actions are dealt with in a timely manner. A regular update via a status report to the Executive Team Meeting is one way of maintaining momentum on this. Where necessary, ensure adequate resources are provided to support officers undertaking these tasks.				Clear Process now in place. Reporting to Executive once a month. Continous improvements to the process based on feedback.	Completed
9	Insurance	5.1 Managing insurable risks and ensuring the adequacy of insurance (Risk Management)	LGIS assesses the Shire's insurable risk by inspecting the Shire's asset register and completing site inspections. LGIS compose an insurance list that is sent to the Shire for approval. Everything that may amount to an insurance claim is reported to the Manager Administration who will open a claim file. The Asset Maintenance Officer, Directors and Managers are aware of this process. All new employees are told to report incidents regarding damages or work health and safety to their managers. The Manager Administration follows an operational procedure for insurance claims. It was noted that a new process mapping project (ProMapp initiative) is underway to establish and record the Shire's operational procedures.	Periodically remind staff to report insurance claimable incidents to their managers during staff meetings/team meetings. Ensure operational procedures, including the Operational Procedure - Insurance, are dated. Consider including insurance claims in the ProMapp initiative.				Ongoing update to team meetings. Process and Procuredure to be developed	Ongoing
10	Insurance	5.1 Monitoring insurance claims (Risk Management)	A claims status list is stored in the X-Drive as an excel spreadsheet. This includes file numbers, basic descriptions of each claim and their status. The spreadsheet is managed by the Manager Administration. The Manager Administration will notify the finance team if a claim is approved.	Ensure the procedure for monitoring insurance claims is captured in a written document. It could be captured when developing the ProMapp initiative.				Process Map developed.	Completed
11	Auditor Process	5.1 Addressing control weaknesses identified by the external auditor (Risk Management)	We understand from officers that a task is set in the Compliance Calendar which outlines the process for addressing auditor comments following the annual audit. All auditor comments are allocated to responsible officers to make commentary and update the calendar task. Once all are addressed, the task is closed and regenerated for the next audit. We note that the officers were unable to provide a copy of this compliance calendar task.	Ensure that control weaknesses identified by the auditors are captured in the Compliance Calendar. Conduct a review of actions from last year's auditors to check that the above process is working.		Medium		C298 Review of Audit Findings has been added to the compliance calendar.	Completed

Shire of Derby / West Kimberley Risk Register
30 April 2024

	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Regulation 17 Review - December 2022									
12	Procurement	5.1 Controls for unusual types of transactions or high-risk transactions (Risk Management)	We understand from officers that business cases have historically been presented to council in relation to proposed projects requiring significant investment. This practice has not been used in recent times. We understand from officers that large projects are generally discussed in corporate planning sessions and are addressed to the Corporate Business Plan. The Shire regularly uses the WALGA and the local Derby Vendor Panel system to seek suppliers to ensure a suitable level probity and transparency.	Consider developing a CEO's directive regarding the practice of drafting business cases and risk assessments for unusual, expensive or high-risk activities or projects. This will assist the Shire to assess risk, ensure costings are accurate and consider whether a project manager is needed.				Procurement review occuring, Senior Project Advisor to further develop templates and implement.	Progressing
13	Procurement	5.1 Procurement Framework (Risk Management)	The Shire's procurement system is supported by the Procurement of Goods and Services Policy (February 2022), the Procurement Purchasing Limits CEO Directive (May 2022) and the Record and Evaluation of Quotes Form. Purchasing limits are defined in the Procurement Purchasing Limits CEO Directive. A purchase order system is included in the Finance Department's Procedure Manual. The Shire regularly uses the WALGA and the local Derby Vendor Panel system to seek suppliers to ensure a suitable level probity and transparency.	Review and update the Finance Department's Procedure Manual to reflect the new digital Purchase Orders system (ref: pages 60/161).	Reg 5 5.3 Audit Finding Procurement & Purchasing Process Compliance			Complete. Policy reviewed regularly.	Completed
14	Changes to control environment	5.1 Communicating changes to the Shire's control environment employees (Risk Management)	Senior employees including managers and directors are updated on an ad hoc basis in relation to changes to the Shire's control environment. This may include updates regarding upcoming elections or changes to statutory obligations.	Include 'changes to control environment' in the agenda template for management team, executive team meetings and directors' meetings. Changes to policies, procedures, legislative obligations or industry standards can be raised under this system.				Policies and Directives - process has been developed to include a broadcast to staff wheh policies / directives have been adopted. New Compliance Calendar C237 Monitor Legislative Changes is undertaken on a monthly basis. Governance Officer now receives RSS emails form WA Legislation and have developed a process to to notify relevant managers and staff when legislation has been changed. Also monitors Dept. of Local Government and WALGA webiste.	Completed
15	Induction process	5.1 Induction procedures (Risk Management)	The People and Culture Team are guided by the Recruitment Process and Timeline CEO Management Directive (August 2021). A calendar invitation is sent to the new employee's supervisor attaching induction information. The relevant manager and the People and Culture Team will receive a reminder the following week to ensure the process has been completed. The inductions and management of Trainees or Workplace Students are guided by the Administration Trainee/Workplace Student Handbook & Checklist. The supervisor of a new employee is provided with Checklist New Employee Induction' to ensure the employee receives all necessary information in their induction. The checklist is to be completed by the Supervisor and signed by both the supervisor and the new employee. This document is saved in the relevant personnel folder. Online safety training and cultural awareness training must be completed by new employees prior to commencing work online safety training. Further training, including and IT Systems training, is conducted during the induction process.	Schedule a meeting with new employees approximately a month into their employment with the Shire to ensure the employee is comfortable with all systems and procedures. Ensure a review deadline is included in all management directives. Ensure the induction process emphasises cultural and ethical expectations of Shire employees, including encouraging employees to report issues or concerns. This may be addressed in the Code of Conduct but should be emphasised.	ISA 2022 1. IT Governance - Cyber Security Awareness Training			Induction processes reviewed and updated. Elmo software program has resulted in automatic updates and simplified forms to enable an easier process. Training programs are delivered face to face and online. Improvements to the induction process are ongoing, Corporate Services (Governance and IT) work closesly with People and CUlture to ensure operational needs are met.	Ongoing
16	IT Management	5.1 IT management plan and data recovery procedure (Risk Management)	The Shire has engaged an external contractor to manage its IT requirements. The officers identified that the contractual documents between the Shire and its external contractor address service details including backup service agreements and products. We understand from the Shire's IT contractor that the Shire's data is stored at multiple backup points. Backups of the Shire's data are replicated both onsite and offsite (Perth). Officer emails are also backed-up. Shire officers are able to send a service request to the external contractor to restore a document or other lost information. If restoring the information may result in loss of new information, the contractor will contact the Manager Administration for approval. This process appears to be well understood but is not captured in a written procedure.	Ensure the IT contract and the associated tender requirements are managed and upheld. This could be achieved through the regular joint meetings between the Shire and Managed IT. Maintain a status sheet to monitor whether the managed services tender requirements are being met. Ensure the Shire is satisfied that the external contractor has in place the necessary practices and procedures to satisfy terms and conditions of the contract and tender requirements. Especially in relation to protecting the Shire's IT systems from cyber security risks. Capture the procedure for requesting and approving the restoration of a document in a written procedure.	ISA 2022 3. IT Governance - Standards, Policies and Procedures ISA 2023 3. IT Governance - Standards, Policies and Procedures ISA 2022 4. IT Governance and Strategy Reg 5 Back-Up Procedures			Deputy CEO and Managed IT meet bi monthly. A Steering Group has been established that meets quarterly Membership consists of Management and relevant Officers responsible for IT projects Ongoing review of cyber risks, together with improvements to Essential 8. Budget 2024/25 includes provision for additional risk controls.	Progressing

Shire of Derby / West Kimberley Risk Register
30 April 2024

	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Regulation 17 Review - December 2022									
17	IT Management	5.1 Cyber security protocols (Risk Management)	The Shire's external IT contractor monitors government security bulletins for any threats that might affect the Shire. We understand from the external IT contractor that a number of tools are used to perform internal and external network scans. They also regularly update the Shire's IT programs. As required reporting is issued to the Shire if potential risks or issues are identified.	Ensure that the external IT contractor completes periodic risk assessments and reports, as opposed to ad hoc reports. We understand it is a contractual requirement to complete quarterly reports. These should be included as agenda items at the regular management meetings between the Shire and Managed IT.	ISA 2022 8. Risk Management ISA 2023 5. Risk Management ISA 2022 9. Network Security Management ISA 2023 8. Network Security Management ISA 2022 10. Password Management ISA 2023 9. Password Management			Deputy CEO and Managed IT meet bi monthly. A Steeering Group has been established that also meets bimonthly. Introduction of threat locker system and testing	Progressing
18	Work Health and Safety	5.1 Emergency evacuation procedures (Risk Management)	The Shire has written procedures for various emergency situations including threats by fire, lighting, armed robbery and bombs. All buildings contain evacuation plans and maps to mustering points. However, we understand from officers that some of these documents are outdated. The Shire does not conduct regular evacuation drills for its occupiable buildings. Some Shire employees have recently undergone fire warden training.	Review and update evacuation procedures and maps to muster points for all occupiable buildings. Review and update written procedures for fire, lightning, armed robbery, bombs, etc. Include a review deadline on all written procedures, including evacuation procedures. Conduct periodic evacuation drills for all occupiable buildings. Include a reminder to do so in the Compliance Calendar.				Evacuation Diagrams installed. Emergency Response Plans currently being reviewed for all Shire facilities. Chief and Area Wardens, provide training. Signage and relevant equipment installed. Emergency Drills scheduled and conducted. LGIS continue to assist and provide warden and emergency drills training.	Progressing
19	Delegations	5.2 Delegation register review (Internal Control)	The Delegated Authority Register (July 2022) can be accessed by employees through the internal SharePoint or the Shire's website. A task has been programmed into the Compliance Calendar to ensure the Delegation Register is reviewed annually. The task details the steps required to undertake the annual review. It was last reviewed in July 2022.	No suggested action.		High		Delegation Register is annually reviewed, along with changes made throughout the year.	Completed
20	Delegations	5.2 Recording use of delegations (Internal Control)	New employees who have delegated authority will receive an induction package outlining how their delegations are to be used and recorded. It is the responsibility of the employee to ensure they are recording their use of delegation in the Attain system, in accordance with statutory requirements.	Ensure a suitable procedure is in place to monitor officer use and recording of the use of delegations. For example, this could be via periodic sample audits or considered as part of annual staff performance reviews.		High		Note that not all use of delegations are recorded in Attain - eg. Some are via the Synergy Finance System - cat and dog registrations. Staff receive a CEO notification letter with the delegations, responsibilities for Primary & Annual Returns and information regarding the recording of the use of delegations, including an Employee Quick Guide for Attain. Continue to provide training to staff using Attain to record.	Completed
21	Policies and Directives	5.2 Policy manual review (Internal Control)	The Shire has council policies and CEO directives. A task has been programmed into the Compliance Calendar to ensure the Shire's council policies are reviewed annually. We understand from officers that a Microsoft Teams channel is allocated to each policy. Responsible officers are assigned alerts to make required amendments to the policy in the relevant channel. All amended or new council policies are presented to council. Changes in policies are highlighted to ensure the council can easily recognise all amendments. Adoption and review details are included at the bottom of all council policies. CEO directives are dated but do not include review details.	Ensure all policies include a deadline for the next review. Ensure all CEO directives provide review details, including a review deadline.		High		All draft policy documents include next review details - once they have been reviewed, the revised policy will be published to the website. This will be in a cycle of two years. CEO directives continue to be updated. Develop a process for reviews, but a process similar to the policy review is in draft (including a compliance calendar task). Currently have a CEO Directive Register.	Completed
22	Policies and Directives	5.2 Informing employees of policies (Internal Control)	All Shire policies are available in the internal SharePoint and on the Shire's website. Policies that are amended or adopted by council are circulated at management team meetings. Employees and their manager/supervisor are required to sign a Code of Conduct Employee Acknowledgement that they have received and read the CEO directives and sought explanation from their manager as necessary.	Ensure all relevant staff are directly notified of changes to policies or procedures via the relevant team meeting/staff meeting. Require all officers to sign that they have read and understood all council policies (as well as CEO Directives) relevant to their role during the induction process.		High		An all staff broadcast email has been imbedded into the process of when Policies and Directives have been amended. People and Culture will provide an update regarding the induction process.	Completed
23	Risk Management	5.2 Documenting risk identification and assessment activities (Internal Control)	Currently, the documentation of risk identification and assessment activities is not undertaken in a prescribed, formal manner. The Risk Dashboard has previously been used as the key risk identification and assessment tool. We understand from the officers that the Risk Dashboard was regularly updated and presented in Organisational Management Team meetings. However, this process has not been consistently undertaken in recent years. The Shire officers indicated that the Shire intends to reactivate this tool and reinforce a similar procedure. The Shire officers indicated that the Shire will be implementing the ProMapp system, which enables processes to be developed and accessed. This will ensure that the Shire's risk management procedures are embedded into formalised processes.	Prioritise the implementation of the ProMapp system, particularly for what the Shire considers to be high-risk activities. Ensure the documentation of risk identification and assessment activities is implemented into the ProMapp system in a timely manner. Ensure risk identification and assessments are regularly discussed at Organisational Management Team meetings and reported to the Audit Committee.		Extreme		Promapp progressing well, 113 processes have been identified and documented. Risk management continues to be a priority for 2025.	Progressing

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Regulation 17 Review - December 2022									
24	Agendas	5.2 Drafting reports to council (Internal Control)	The Shire has a template document for drafting reports to council and a Report Writing Guide (April 2020). The Report Writing Guide is not specific to council reports but can be used as a guide for drafting reports to council. There are no formalised supporting guidance documents to assist those officers who are new or unfamiliar with drafting reports to council. Officers are required to confer with other officers and consider previous reports to council.	Review the Report Writing Guide and provide review details at the base of the document, including a review deadline.				This has stalled due to anticipated legislation changes.	Programmed for 2025
25	Research	5.2 General research procedures (Internal Control)	Officers who currently undertake research tasks as a part of their role at the Shire do so on the basis of their own prior understanding and experience in the local government industry. Where required, they will consult with their supervisor.	Create a guidance document to support officers new to the local government industry when conducting research tasks. This might include links to key sources of information such as websites of authoritative organisations (WALGA, Department, LGIS), links to relevant legislation, regulations and industry standards and contact details for neighbouring local governments.					Completed
26	Position Descriptions	5.2 Confirmation of employee qualifications (Internal Control)	All employees must comply with the relevant position description and essential criteria identified during the recruitment process. Required qualifications are also listed in the letter of offer. Copies of all required qualifications must be provided during the onboarding process. Position descriptions are reviewed prior to each position being advertised and amended according to the Recruitment Requisition Form completed by the relevant director. The CEO signs off on all position descriptions. The review of the position description is referenced in the Recruitment Process and Timelines CEO Management Directive.	No suggested action.				Implementation of Elmo software captures this information and flags renewal dates	Completed
27	Compliance Calendar	5.2 Internal audits/reviews (Internal Control)	We are advised by officers that the Shire undertakes internal audits and checks in accordance with various Compliance Calendar tasks. Individual calendar tasks are assigned to a responsible officer with a set timeframe and details regarding the required process. The responsible officer will receive weekly email reminders. Once complete, the responsible officer is required to attach evidence of completion to the task. We understand from the officers that an internal People and Culture audit has recently been completed. We understand that there are currently over 70 outstanding items on the compliance calendar.	Ensure that Compliance Calendar tasks have adequate supporting information within them, to enable their actioning and completion. Actively monitor the completion of calendar tasks to ensure they are completed and closed out in a timely fashion. Refer to the outstanding Compliance Calendar status report during the annual budget process to identify gaps in resourcing.		High		A process has been developed and placed in Teams for Staff bi-monthly review. A compliance calendar task C268 - Outstanding Compliance Calendar Tasks - follow up with staff, has been completed for Governance to review and provide an outstanding task report bi monthly with a required due date.	Completed
28	Auditor Process Policies and CEO Directives	5.2 Liaising with auditors (Internal Control)	The Shire is usually in contact with its auditors twice a year; for the interim audit and annual final audit. Correspondence regarding those audits is ongoing as required in regard to those audits. Communications with the auditors are generally limited to that of financial management concerns. Currently, the Shire is in contact with its auditors approximately once a fortnight while the current audit is near being signed off.	Consider engaging on an 'as required basis' with auditors for feedback and guidance in relation to matters both inside and outside the scope of required audits.		Extreme		Risk Register Audit Actions has been developed to capture all recommendations/action items and monitoring of same for ALL audits undertaken.	Completed
29	Legal advice	5.2 Liaising with legal advisors	The Shire regularly engages with various legal advisors, all of whom are in the WALGA Preferred Supplier Directory. Some of those advisors have been supporting the Shire for a number of years. We understand from officers that the advisor is often selected based on the type of matter being dealt with. Executive staff or the CEO will determine when legal advice is required. We understand from officers that the CEO encourages advice to be sought if there is doubt.	Create a register of advice received, including a brief matter description and reference numbers to the relevant documents. This will enable employees to use (but not necessarily apply) as a reference material advice received in the past. A guideline must accompany the register to ensure that employees seek an updated version of advice, to cater for changes in law and application to circumstances different from those prevailing at the time of the original advice. Draft a CEO directive for seeking legal advice. This may include how to request legal advice, what needs to be considered before seeking legal advice, who can seek advice from lawyers, and contacts for lawyers who specialise in certain areas.					Progressing
30	Document Authorisation	5.2 Authorising documents, letters, emails and financial records (Internal Control)	The authorisation of documents is not addressed in a formal document. When a document needs to be authorised by a more senior officer, the officer undertaking the task collates the required information and sends it on to the relevant senior officer to authorise. Employees are expected to consult with their supervisor if they are unsure as to who can authorise a particular document. Where the CEO is required to sign a document, the initiating officer and relevant director is required to complete the Documents for signing by the CEO – Officer Declaration.	Develop a document that identifies the authority of the Shire's officers in relation to the authorisation of documents and records on behalf of the Shire. These details may also be included in relevant officer job descriptions.				Delegation Register to be expanded to accommodate requirements. Ongoing review of position descriptions and authorisations occuring.	Progressing

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Regulation 17 Review - December 2022									
31	Procurement	5.2 Separation of roles and functions (Internal Control)	The procurement process requires multiple employees to review and/or sign off on the required documentation. For example, the invoice ought not to be signed off by the officer procuring the good or service.	Conduct periodic internal reviews to ensure that the various components of the purchasing process include a separation of roles and functions.				Full review of Procurement occuring in 2025 Document this process	Progressing
32	Assets and Records	5.2 Restricting access to physical assets and records (Internal Control)	Physical archived documents are restricted by key access. Only three officers have keys to access the strong room and safe which stores leases, contracts and other important items. Property records in Coleman Centre can be accessed by anyone in the building. The records are not permitted to leave the building. A member of the public may access property records by submitting an application and fee. The Records Officer or administrative officers will access records on their behalf. The IT server room is only accessible by key. Executive officers and the Manager Administration have a key to access this room. There is a sign-in sheet for all external visitors to the IT server room. Mobile phones, laptops and other assets are also kept in the IT server room. The Manager Administration can distribute these items at the request of the People and Culture business unit or a director. This procedure is not captured in a written document. Officers are issued with keys to the administration building during their induction. People and Culture records indicate which officers have been issued with certain keys. Alarm codes for the administration building are issued to employees during their induction. Alarm codes are also provided to access the Council Chamber. These codes are limited to allow access within set access times.	Implement a written procedure for accessing records in Coleman Centre to ensure documents are suitably protected. This may include using lockable compactors or relocating the records to a room that can be locked. Draft a written procedure for the issuing of phones, laptops and other assets stored in the server room. Ensure that the Server Room Access Log is located in the vicinity of the server room. Implement a written procedure for the management of the Key Register. Noting that both of the above could be included in the ProMapp initiative. Ensure procedural documents are dated and include review periods, including the Facility Hire Procedure. Review the Employee Exit Checklist to ensure it captures the need to return access keys and other shire equipment like phones, computers, and vehicles, etc. on departure from the Shire.				The server room in the Administration Office is locked by key and is only accessible by Governance. Record keeping in Coleman is being investigated. Asset Management has completed a full review of key register in 2023. Process map being developed for key register. The Employee Exit Checklist is being reviewed by People and Culture and Governance.	Progressing
33	IT Management	5.2 Restricting access to electronic documents and records (Internal Control)	Security ratings can be applied to files in Synergy Records. For example, People and Culture files have high-security ratings. Confidential codes can also be applied. Personnel files on the x-Drive also have security ratings. Some drives are restricted to certain employees. Officers can make requests to the Shire's external IT contractor to apply security ratings to files, including files in Synergy file. When an employee ends their employment with the Shire, a ticket request is sent to the Shire's IT Contractor to cease that employee's access to the Shire's electronic systems and records. The requirement to update Synergy records is listed in the Employee Exit Checklist. The Shire also has a User Exist Process to guide officers regarding disenabling electronic access of exiting employees.	Capture the process for requesting restricted access to files in a written procedure.	ISA 2022 2. Financial Application - User Access Management ISA 2022 7. Network Access Management ISA 2023 2. Network Access Management			This includes ongoing review as part of annual audit.	Completed
34	IT Management	5.2 Updating computer applications and information systems (Internal Control)	The Shire's external consultant conducts regular updates on the Shire's computer applications and information systems. They will also advise the Shire when an item is outdated and requires replacing. We understand from officers that an external IT audit to assess the Shire's processes and procedures was recently conducted by Moore Australia. This is an annual audit.	Ensure required updates and/or replacements are included in the quarterly meetings required by the IT consultant's service contract.	ISA 2022 3. IT Governance - Standards, Policies and Procedures ISA 2023 3. IT Governance - Standards, Policies and Procedures ISA 2022 4. IT Governance and Strategy ISA 2023 4. IT Governance and Strategy			Deputy CEO and Managed IT meet bi monthly.	Completed
35	IT Management	5.2 Authorising changes to data files and systems (Internal Control)	The Shire currently lacks significant control in relation to authorising changes to data files as the Shire currently does not have an administrator for its IT software. The Shire significantly relies on its external IT contractor to assist with these matters.	Introduce an authorisation procedure for occasions when changes to data files are proposed.	ISA 2022 3. IT Governance - Standards, Policies and Procedures ISA 2023 3. IT Governance - Standards, Policies and Procedures ISA 2022 4. IT Governance and Strategy Reg 5 Back-up Procedures			Managed IT developing with Deputy CEO. This occurs but require a formal procedure to be documented.	Progressing
36	Accounting	5.2 Maintaining and reviewing financial control accounts (Internal Control)	Reconciliation procedures are completed at the end of each month. Managers are responsible for completing a variance analysis each month for their relevant accounts. The threshold for this review is a variance greater than 10% or $30,000. Weekly invoicing procedures provide a quick review for both the finance and accounts team to ensure purchase orders have been allocated to the correct accounts. We understand from officers that an induction module regarding accounting/financial matters is currently being developed	Finalise and roll out the new accounting induction module				The finance manual captures this process, in time the ProMapp system will include details of finance tasks.	Completed

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37	Accounting	5.2 Comparing financial results against budgeted amounts (Internal Control)	As previously stated, reconciliation procedures are completed at the end of each month. We understand from officers that every costing line in the financials has a responsible employee allocated to it. Managers are responsible for completing a variance analysis each month for their relevant accounts. The threshold for this review is 10% variance or $30,000. Reports are made to the Audit Committee on a monthly basis. Major variances are highlighted in these reports, including management comments. The financial dashboard provides graphical representation of the Shire's accounts	No suggested action.				Monthly management financial report is provided for discussion at the monthly Organisational Management Team.	Completed
38	Accounting	5.2 Ensuring (arithmetical) accuracy of records (Internal Control)	End-of-day checks and regular reviews are completed for particular records, including the Key Register. We understand from officers that a responsible officer is allocated to each line item in the budget. This officer is in charge of the relevant accounts and ensures finances are taken or deposited into the correct account. These procedures are not captured in written documents. Instead, employees receive on-the-job training as the processes occur.	Take active steps to promote a culture of accuracy. For example, accuracy of data, accuracy of information provided, and accuracy of records. One potential initiative to promote this would be for the CEO to establish accuracy, or the discharge of responsibility for accuracy, as being a performance indicator and highlight this at team meetings. Review costing process to ensure accuracy prior to reports being presented to the Audit Committee. Ensure staff who are involved in purchasing and costing are trained to have a full understanding of the systems/procedures involved.				compulsory training for those staff involved in procurement.	Completed
39	Accounting	5.2 Reviewing and reporting on the approval of financial payments (Internal Control)	The finance department maintains a Procedures Manual. When an invoice is received, the data is entered into the system by a member of the finance team. This is reviewed by a secondary officer and posted in preparation for the payment run. The payment details are checked to ensure they match the corresponding invoice. The Finance Manager performs checks through Synergy which is captured in an audit trail, before loading to the bank and informing directors (who then authorise the payment).	Ensure the Finance Department Procedure Manual is dated and includes a review deadline. Establish a procedure to regularly review and update the Finance Manual. Consider including the processes that are in the Finance Manual in the ProMapp initiative. These should capture the specific steps and checks of each process (e.g. the separation of roles with the payment of accounts).				The finance team maintain the Procedure Manual however it will be included in promapp 2025	Progressing
40	Accounting	5.2 Comparing physical cash and inventory counts with accounting records (Internal Control)	Cash is accepted at some public facilities including the pool and the library. Daily reconciliation procedures are undertaken. All cash is brought to the Shire administration offices for processing. We understand from officers that written documents detail the procedures which must be undertaken prior to depositing the cash with the bank including procedures for entering cash into the Shire's systems. For example, the pool staff follow a Balancing the Till Procedure. The team leader is required to sign to verify that the cash collected corresponds with the receipts. The cash is then brought to the administration office where the reconciliation process is completed. The cash is then deposited into the bank. The refuse disposal area does not receive any cash. All payments are entered through a Cooee system, with invoices sent out monthly.	Ensure that the process for controlling cash transactions is in writing (i.e. included in the *Finance Team Manual)* and complied with. Introduce a Compliance Calendar task to review this procedure on an annual basis. Include review details in the Balancing the Till Procedure.				CEO Directive D-CP7 Cash Handling and Cash Security approved, published and broadcast to staff.	Completed
41	Accounting	5.2 Use of credit cards (Internal Countrol)	A credit card is allocated to both the CEO and the Director Technical and Development Services. A Request to use Corporate Credit Card Form must be completed and signed off by the relevant line manager before the cards are used. The procedure to use a corporate credit card is captured in the Finance Department Procedure Manual. The use of credit cards is reconciled with bank statements, invoices and completed Request to use Corporate Credit Card Forms.	Establish a system for the storage and distribution of credit card details. Include adoption and review details for procedures within the Finance Department Procedure Manual.	Reg 5 5.5 Audit Finding - Corporate Credit Cards			Details recorded in SynergySoft and this has been included within the Finance Manual.	Completed

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42	Record Management	5.2 Records management procedures (Internal Control)	The Shire's Recordkeeping Procedure is given to new employees during their induction. This addresses information such as what needs to be recorded, what file numbers to allocate, the authorisation of officers, how long records must be kept and the disposal of records. The officers recognise that a significant number of records are currently not being filled correctly. For example, many files are not being saved into Synergy and are instead accessed via the X-Drive. This issue is also hindered when external email information is received by individual offers rather than the customer service inbox.	Conduct a comprehensive review of the Shire's record systems to identify and address issues such as consistency of filing. Implement a centralised and consistent filling system supported by staff training and written procedures. This will require a managed transition from the use of the x-Drive and personal drives to Synergy Records or a dedicated digital records management system. Consider if additional support/resourcing is needed to assist with records management. Ensure records of individual officers are effectively managed. For example, by addressing these requirements in job descriptions and discussing records management during performance reviews.				Ongoing process development. Staff sturnover results in delays.	Progressing
43	Assets	5.2 Asset management plan (Internal Control)	The Shire has drafted Asset Management Plans for buildings, roads, the plant, land and other assets. The Shire also has an Asset Management Policy (June 2021). The Asset Management Plan is a part of the Integrated Planning Process and identifies when replacements, refurbishments and maintenance are required. Reference is made to the draft Asset Management Plans when formulating the annual budget. Expenditure outside of the draft Asset Management Plans requires justification. A gap may at times exist between what is required in the draft Asset Management Plan and the expenditure provided in the budget. We understand from officers that the Shire maintains a working document of assets and an Assets Register. The Assets Register does not include any items valued under $5,000, in accordance with relevant accounting standards. Physical inspections of large assets are undertaken for insurance purposes. We understand from officers that smaller items such as phones and laptops may not be captured on the Assets Register or the Asset Management Plans. Similarly, crew gear are mostly unaccounted items. These items are managed using a Small Plant Register and are replaced at end of their useful life. We understand from the officers that the Shire's IT service provider keeps track of the Shire's IT equipment needs and will contact the Shire when items require updates or replacing.	Prioritise endorsing the draft Asset Management Plans. Ensure relevant budgeting reports to council identify the long-term consequences of not meeting the requirements of the Asset Management Plan. Asset management training may also be appropriate if this is a concern of the Shire.	FA 2022 1. Impairment Assessment of Roads FA 2022 4. Fixed Asset Depreciation Rates FA 2023 7. Fixed Asset Depreciation Rates FA 2022 5. Fixed Asset Additions FA 2023 8. GST Capitalised on Fixed Asset Additions FA 2022 7. Fixed Asset Management Policy FA 2023 4. Fixed Asset Management Policy FA 2022 8. Fixed Asset Capitalisation Policy FA 2023 5. Fixed Asset Capitilisation Policy FA 2022 10. Fixed Asset Capitalisation Dates FA 2023 1. Impairment Assessment of Roads			Ongoing, Corporate Services in consultation with Infrastructure Services	Progressing
44	Compliance Calendar	5.3 Ensuring compliance with legislation, regulations, industry standards and internal policies (Legislative Compliance)	The Senior Governance Coordinator maintains a Compliance Calendar. Automated tasks are disseminated to relevant officers to ensure specified timeframes (set by legislation or internally) are complied with. We understand from officers that an automated task is sent to the Senior Governance Coordinator quarterly to review the Compliance Calendar and add to the tasks it captures. Monthly reports of outstanding actions are generated and reviewed by the Senior Governance Coordinator. There is currently a significant list of outstanding actions. The Executive Team is provided with these reports to assess barriers and address priorities for completing outstanding tasks. The Senior Governance Co-ordinator reviews the WA legislation website for changes to relevant legislation on a weekly basis. This is supported by a weekly Compliance Calendar task. The Senior Governance Coordinator undertakes regular monitoring of websites for relevant authorities including the Department, WALGA and LG Pro to ensure industry updates are accounted for.	Review and execute tasks on the Compliance Calendar action list. Consider what operational, resourcing, or prioritisation changes are required to ensure outstanding actions are kept to a minimum. Report the results of this review to the Audit Committee. Implement a system of consultation with relevant managers in relation to outstanding actions following the monthly reports.		High		A compliance calendar task C268 - Outstanding Compliance Calendar Tasks - follow up with staff, has been completed for Governance to review and provide an outstanding task report on a monthly basis. Governance to provide to Executive Team to review and progress (what items need to have resourcing, prioritisation and impacts on operational requirements). Outstanding tasks reviewed by the Exec Team on a monthly basis. A compliance calendar task C311 Audit Committee Report (Governance and Compliance Internal Controls and Performance Reports) has been set to ensure a regular report is provided to the Audit Committee.	Completed
45	Compliance Calendar	5.3 Reviewing the annual Compliance Audit Return (CAR) and reporting the results to council (Legislative Compliance)	A CAR task is included in the Compliance Calendar. Responsible business units and officers are identified for the topics addressed in the CAR. Subtasks are allocated accordingly. The Governance Team is responsible for collating responses from the various officers and ensuring it is endorsed by the audit committee.	Ensure the Compliance Calendar tasks are explained clearly so officers know how to collect, assess and report on each question. For example, by specifying the number of samples required to reach a conclusion.		Low		2023 CAR was completed with a minimum use of staff hours with oversight from the Governance Team. The compliance task calendar tasks are set up each year in Attain.	Completed

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Regulation 17 Review - December 2022									
46	Changes to control environment	5.3 Monitoring legislative change and implementing relevant amendments to the local government's systems and policies (Legislative Compliance)	The Senior Governance Co-ordinator reviews the WA legislation website for changes to relevant legislation on a weekly basis. Other officers whose roles involve compliance with certain legislation are responsible for monitoring changes to the relevant legislation. Officers can request that a new task be added to the Compliance Calendar by filling in a Compliance Calendar Entry Request Form. The Senior Governance Coordinator can then input the task into the calendar.	Promote the Compliance Calendar to relevant staff who have tasks that can be embedded in the Compliance Calendar, particularly those involving legislative deadlines. This may include notifications at management team meetings and providing training where needed. Continue to allocate one officer (e.g. the Senior Governance Coordinator) to manage the Compliance Calendar, to ensure consistency. For example, that important tasks are not accidentally erased. Ensure all employees with legislative responsibilities have a process for ensuring regular monitoring of legislative change within the area of their discipline. This may be done using the Compliance Calendar.		Medium		Compliance Calendar C237 Monitor Legislative Changes is undertaken on a monthly basis. Governance Officer now receives RSS emails form WA Legislation and have developed a process to to notify relevant managers and staff when legislation has been changed. Also monitors Dept. of Local Government and WALGA webiste. An agenda item to be added to the Senior Management Team to include changes to relevant legislation, and industry processes.	Progressing
47	Complaints	5.3 Receiving, recording and addressing complaints (Legislative Compliance)	The Code of Conduct for Council Members, Committee Members and Candidates addresses how complaints regarding councillors are to be reported and dealt with. This is supported by the Code of Conduct Behaviour Complaints Management Policy (June 2022). The Code of Conduct - Complaint About Alleged Breach form is available on the Shire's website. Information regarding making a complaint relating to an officer or a service is broadly addressed in the Customer Service Charter (2018). We understand from officers that complaint forms are available at the front counter of the administration building. Completed forms are scanned into the Shire's records system and allocated to the relevant manager by the Records Officer. If no action is taken, this will become an outstanding action within the records system. This process is not captured in a written document. Internal complaints regarding other employees are dealt with by the People and Culture business unit. Public interest disclosure guidelines outline the process of reporting an issue to the CCC or Ombudsman WA.	Review the Customer Service Charter to ensure it is not out of date. Include a review deadline for the Customer Service Charter in the Compliance Calendar. Ensure a copy of the complaint form is available on the Shire's website. Ensure the procedure for dealing with complaints regarding employees is captured in a written document. This should address for example, how the actioning of such complaints will be monitored to ensure they have been addressed. If the Shire had not reviewed the draft Model Code of Conduct (as seen in the Local Government (Model Code of Conduct) Regulations 2021 (WA)) before adopting it, conduct a review of it to ensure it suits the Shire's requirements.				Code of Conduct was endorsed by the CEO in March 2022. The CEO Directive Details box will include a review date. Manager Administration currently conducting a review of the Customer Service Charter including complaints process. Code of Conduct for Council Members - document reviewed	Progressing
48	Changes to control environment	5.3 Identifying and managing adverse trends (Legislative Compliance)	Staff meetings are held each month. The CEO uses this as an opportunity to set the tone of the organisation. Organisation Management meetings are held approximately once a month or on an ad hoc basis. During these meetings, attendees have discussed how to encourage the adoption of the Shire's values within individual teams. We understand from officers that the directors have recently discussed the various systems and procedures at the Shire and how to ensure they are regularly used and complied with. People and Culture oversee the issues and concerns of employees. The Shire has historically assisted employees who required significant cultural and mental health support. The Shire has offered free counselling for all staff through LGIS. Budget reports are present to the council every three months. This process assists to identify and address adverse financial trends.	Regularly raise the topic of adverse trends at Organisation Management meetings and at Executive Team meetings. Such adverse trends may include, for example, concerns about the organisation's culture, non- compliance with policies or procedures, and financial variances. Consider adding this topic to meeting agenda templates. Issues identified can then be addressed at staff meetings or meetings with the relevant team.				Ongoing discussions at monthy Management Team meeting. Manager People and Culture presents to the Executive Team on a monthly basis.	Progressing
49	Induction process	5.3 Minimising ethical breaches (Legislative Compliance)	General ethical training is not provided to Shire employees. However, we understand from the officers that behavioural requirements are regularly discussed at management meetings and staff meetings. These meetings provide an opportunity for staff to raise any concerns they may have. Ethical expectations are reflected in and supported by the Code of Conduct for employees.	Continue to develop a culture of transparency and strong ethics by regularly encouraging employees to raise concerns with their supervisors (or People and Culture). This message should be emphasised in the induction program.				Mandatory Accountable and Ethical Decision Making training to be provided to all staff. Two face to face sessions were held in 2024 for new starters, online option to be developed.	Progressing

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Regulation 17 Review - December 2022									
50	Council Committees	5.3 Ensuring the Audit Committee understand and comply with all relevant requirements (Legislative Compliance)	The Audit Committee is reappointed every two years, including the Chairperson. A workshop is undertaken by all members of the Audit Committee following every appointment. This workshop provides initial training regarding the role of the Audit Committee. We understand from officers that new committee members are provided with an Orientation Manual which includes the Compliance and Strategic Review Committee Terms of Reference (March 2015) (now referred to as the 'Audit Committee'), the Integrated Planning and Reporting Framework and Guidelines (October 2010); and the Shire's Standing Orders Local Law (2001). They are also provided with a copy of the Local Government Act 1995 (WA) and relevant regulations. The Audit Committee usually meet on the third Thursday of each month (the week before the general council meeting). The Audit Committee receives the annual Compliance Audit and Financial Audit. We understand from the Shire officers that a new system is being introduced in which the Audit Committee will also receive quarterly Compliance Calendar updates. The Audit Committee has not been involved in the adoption or review of the Code of Conduct for Council Members, Committee Members and Candidates.	Review the name of the Audit Committee and consider if the term 'Risk' should also be included in the name of the committee. Review the Compliance and Strategic Review Committee Terms of Reference, including updating the title of the document to reflect the committee's current name. Ensure the document is reviewed prior to each appointment to the committee. This is to ensure it captures the current needs of the organisation and all legislative and regulatory requirements of the committee. Consider appointing an independent member to the Audit Committee under its Terms of Reference. Present the Councillors' Code of Conduct to the Audit Committee, including any proposals for review and improvement, for consideration prior to it being presented to council.				Committee changed to Audit and Risk Committee February 2024. Review ongoing.	Progressing
51	Procurement	5.3 Monitoring compliance with legislation and regulations in regard to tendering and procurement (Legislative Compliance)	Tendering and purchasing requirements are captured in the Procurement of Goods and Services Policy (February 2022) and the Regional Price Preference Policy (February 2022). The Record and Evaluation of Quotes Form requires a duel sign off. When they are signed off, the relevant officer is expected to ensure the policy has been complied with. If there is a valid reason for not complying with the policy, sign-off is required by the CEO or a director. The Purchasing limits of authorised officers are specified in the Procurement of Goods and Services Policy (February 2022). All purchases must be signed off by an officer with the required authority. Staff are generally encouraged to get multiple quotes, even if it is not required by law.	Ensure the purchasing procedure is captured as part of the new ProMapp initiative.				Process Map developed.	Completed
52	Local Laws	5.3 Local Laws	A task is set in the Compliance Calendar to remind the relevant officers to conduct a review of all local laws in accordance with statutory requirements. The Shire's procedure for reviewing local laws will follow the guidelines issued by the Department of Local Government, Sport and Cultural Industries. The local law review (for all local laws) is currently overdue.	Prioritise the review of the local laws (currently overdue). CEO to review the reasons for the Shire's failure to undertake the reviews of local laws in a timely manner and address those issues in a report to the Audit Committee.		Extreme		Consultant to be engaged	Programmed for 2025
Compliance Audit Return - 2023									
53	Financial Interests	Q4. Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day? (Disclosure of Interests)	No - One employee submitted their return outside of the three month requirement. As required, in these circumstances, the matter was referred to the Corruption and Crime Commission of Western Australia, which after their inquiries, an outcome of "No further action" was required.	No suggested action.	Nil	Low	N/A	No suggested action.	No Further Action
54	Elected Member Training	Q7. Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022. (Optional Questions)	No - Report was not able to be completed by the 31 July deadline. Process reminder put in place, but staff resources were insufficient to enable the task to be completed. Responsibility for the ongoing task has been reallocated to the Governance Team to undertake.	Ensure that the Elected Member Training Register is regularly updated and published to the website.	Nil	Extreme	31-Jul-23	A task has been added to the Compliance Calendar to ensure updates occur every 3 months.	Completed

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	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Annual OAG Financial Audit - 22/23 Financial Year									
55	Assets	1. Impairment Assessment of Roads	**Finding:** Our review of the Shire's assessment of impairment indicators for Infrastructure – Roads revealed that certain assets that were damaged by floods should be impaired at 30 June 2022. The Shire initially did not bring to account the financial impact of the impairment. The financial impact was assessed and addressed during the audit, with an impairment of $1.5 million being brought to account by the Shire. **Implication:** Failure to determine and bring to account impairment of assets may cause the Shire's financial statements to be misstated.	**Recommendation:** The Shire should conduct impairment assessments in a timely manner and bring to account any necessary adjustments to the carrying value of assets to minimise the risk of material misstatement in its financial statements. **Management Comment:** Flood Damage occurs frequently, the Shire will review assets for impairment as part of the annual financial reporting process. **Rating:** Significant	Reg 17 5.2 Asset management plan FA 2023 June 1. Impairement Assessment of Roads	Extreme		Ongoing review and action during financial process. In consultation with Moore Australia.	Completed
56	Assets	1. Impairment Assessment of Roads	**Finding:** As noted in the 2021-22 signed financial statement under subsequent events, certain roads assets were damaged by floods. The Shire engaged APV to conduct a revaluation exercise to value the roads category. RSM noted the valuer conducted a sampled approach to physical sight roads to allocate a condition rating and relied upon management to provide condition rating for assets not sighted by the valuer, which was factored in determining the fair value of roads. After further investigation it was noted the Shire did not update the condition rating of the roads impacted by the floods. The financial impact was assessed and addressed during the audit, with an impairment of $4.5 million being brought to account by the Shire. A similar finding was first raised in 2021-22. **Implication:** Failure to determine and bring to account impairment of assets may cause the Shire's financial statements to be misstated.	**Recommendation:** The Shire should conduct impairment assessments in a timely manner and bring to account any necessary adjustments to the carrying value of assets to minimise the risk of material misstatement in its financial statements. **Management Comment:** In a year where no valuation was undertaken then yes, recognition of impairment of roads would be required due to flood damaged roads. However, in 2022/23 a full valuation of road infrastructure assets was undertaken and management does not believe that impairment recognition was required or appropriate in these circumstances. **Rating:** Significant (2021-22) Significant	Reg 17 5.2 Asset management plan FA 2022 June 1. Impairement Assessment of Roads	Extreme	Ongoing	Road Valuations occurred in 2023 and Finance will continue to review in consultation with Moore Australia.	Progressing
57	Accounting	2. Revenue Recognition (AASB 15 and ASSB 1058)	**Finding:** From our sample testing of revenue transactions, we identified for one transaction that the Shire has incorrectly applied AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities. The grant of $1.1 million received was recognised as a revenue when the specific grant conditions have not been fulfilled which resulted in an overstatement of revenue and an understatement of contract liabilities. The error was addressed during the audit with the necessary adjustments being subsequently recognised by the Shire. **Implication:** Incorrect application of accounting standards may cause the Shire's financial statements to be misstated.	**Recommendation:** The Shire should review its interpretation and application of AASB 15 and AASB 1058 for grant revenue and amend its accounting treatment accordingly. **Management Comment:** Policy and process will be finalised in May 2023. **Rating:** Significant	FA 2023 2. Revenue Recognition (AASB 15 and ASSB 1058)	Extreme		Review commenced. Grant Management including Register has been developed and implemented. This includes details of grants received and accounting treatment is conducted	Progressing
58	Accounting	2. Revenue Recognition (AASB 15 and ASSB 1058)	**Finding:** From our sample testing of revenue transactions, we identified two transactions that the Shire has incorrectly applied AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities. a. Capital Grants of $0.9 million received was recognised as a revenue when the specific grant conditions have not been fulfilled which resulted in an overstatement of revenue and an understatement of contract liabilities. b. Grant of $0.3 million received and recognised as deferred revenue under AASB 15 (specific performance obligation) upon further review the grant should be recognised under AASB 1058. The initial accounting treatment resulted in an overstatement of liability and understatement of revenue. The error was addressed during the audit with the necessary adjustments being subsequently recognised by the Shire. A similar finding was first raised in 2021-22. **Implication:** Incorrect application of accounting standards may cause the Shire's financial statements to be misstated.	**Recommendation:** The Shire should review its interpretation and application of AASB 15 and AASB 1058 for grant revenue and amend its accounting treatment accordingly. **Management Comment:** Due to reduced staff resources, the treatment of grant funds received was undertaken at end of financial year. We now have the resources to understand and address the treatment of grant funding as it is received during the financial. Rating: Significant (2021-22) Significant	FA 2022 2. Revenue Recognition (AASB 15 and ASSB 1058)	Extreme		Corporate Services review and action accordingly.	Completed

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	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Annual OAG Financial Audit - 22/23 Financial Year									
59	Assets	3. Rehabilitation Provision Assessment	**Finding:** The external waste management plan used in the provision of landfill computation for Fitzroy Crossing and Derby for was generated in 2016 and 2014 respectively. The plan was developed by a third party. Since the last plan was developed, the cost estimates have been increased in line with inflationary increases. The Shire has not performed a formal re-assessment to determine if the cost and scope to remediate landfill sites are still appropriate since the last external waste management plan was developed back in 2016 for Fitzroy Crossing and 2014 for Derby. A similar finding was first raised in 2021-22. **Implication:** The valuation data and assumption used may be outdated which increases the risk of misstatement to the provision and landfill asset amounts in the financial statements. This assumes more significance, in light of the significant inflationary pressures experienced over the last 12-18 months.	**Recommendation:** The Shire should assess the assumptions used in its valuation model to ensure cost and scope of its obligation to rehabilitate and remediate landfill sites have not significantly changed annually to comply with AASB 137.59. Where there have been significant changes to the cost and scope identified, an updated external waste management plan and projected cost estimates should be obtained. **Management Comment:** In 2023/24, we will investigate the need for and the cost of the revision of waste management plans for inclusion in the 24/25 budget. **Rating:** Significant (2021-22) Moderate	Reg 17 5.1 Environmental risk management FA 2022 3. Rehabilitation Provision Assessment	Extreme	31-Mar-24	Review in process, Consultants engaged and project team is investigating.	Progressing
60	Accounting Assets	7. Fixed Asset Depreciation Rates	**Finding:** From our testing over depreciation expenses, we noted several assets were not being depreciated in accordance with the depreciation policy: - Per the depreciation policy, the useful life of Buildings is 40 years, however 69 out of a total of 94 Buildings were depreciated over a longer useful life (up to 107.5 years); a further 11 out of 94 Buildings were depreciated over a shorter useful life (as low as 12.7 years). - All Wharf infrastructure was depreciated over a useful life of 10 34 years, instead of 34 years. - All Parks and Gardens infrastructure was depreciated over 8.8 to 61.7 years, instead of 25 years. The depreciation policy outlines the original useful life over which the assets are depreciated over. However, these useful lives are re-assessed at every revaluation exercise to reflect as 'remaining useful life'. As a result, the actual period over which the assets are being depreciated are out of sync with the formal policy. A similar finding was first raised in 2021-22. **Implication:** We recommend that the Shire review its depreciation policy and update, where required, the useful lives of the various asset categories to bring them in line with the actual useful lives over which the assets are being depreciated over.	**Recommendation:** The Shire should conduct a full review of the Fixed Asset Register to verify that the depreciation rates are consistent with the Shire's deprecation policy. The review should also include an evaluation of the asset's useful life. **Management Comment:** A full review of depreciation rates and our approach to depreciation will be undertaken. **Rating:** Moderate (2021-22) Moderate	Reg 17 5.2 Asset management plan	High	30-Jun-24	Review ongoing.	Progressing
61	Accounting Assets	5. Fixed Asset Additions	**Finding:** During our fixed asset additions testing we noted 4 fixed assets had incorrectly capitalised GST into the Fixed Asset Register, with the GST error totalling $138,422. **Implication:** The capitalisation of GST into the Fixed Asset Register has resulted in an overstatement of the carrying amount of assets being reported in the financial statement and an incorrect Business Activity Statement submission to the Australian Tax Office.	**Recommendation:** The Shire should implement a procedure to ensure GST is excluded during the capitalisation process into the Fixed Asset Register. **Management Comment:** Matter has been included in the Asset Capitalisation Policy. Process change implemented on 1 April 2023. **Rating:** Minor	Reg 17 5.2 Asset management plan FA 2023 8. GST Capitalised on Fixed Asset Additions	Low		Review conducted and the Significant Accounting Policy to include details.	Completed
62	Accounting Assets	8. GST Capitalised on Fixed Asset Additions	**Finding:** From our testing over fixed asset additions, we identified 5 samples out of 41 tested where GST totalling $4,792 was capitalised into the Fixed Asset Register instead of claiming this back through the Business Activity Statement (BAS). Amount identified was immaterial hence no adjustment has been proposed. A similar finding was first raised in 2021-22. **Implication:** The capitalisation of GST into the Fixed Asset Register has resulted in an overstatement of the carrying amount of assets being reported in the financial statement and an incorrect Business Activity Statement submission to the Australian Tax Office. It also effectively means that the Shire has not claimed the cash of $4,792 that it is entitled to.	**Recommendation:** The Shire should review its processes and controls to ensure that transactions that involve GST are appropriately coded and accounted for. The Shire should also ensure that staff involved in recording the transactions are trained and reminded of the importance of correct coding as it has a direct cash impact on the finances of the Shire. **Management Comment:** Management agrees with this recommendation. Rating: Moertate (2021-22) Minor	Reg 17 5.2 Asset management plan FA 2022 5. Fixed Asset Additions	High	30-Jun-24	Review conducted and the Significant Accounting Policy to include details.	Completed

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	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Annual OAG Financial Audit - 22/23 Financial Year									
63	Accounting	9. Revenue Cut-Off	**Finding:** From our review of fees & charges we noted transactions worth $0.2 million have been incorrectly recorded in FY2024 instead of FY2023. The error was addressed during the audit with the necessary adjustments being subsequently recognised by the Shire. A similar finding was first raised in 2021-22. **Implication:** Failure to correctly recognise revenue in correct period could result in the financial statements being misstated.	**Recommendation:** The Shire should develop year-end procedures to assist with identification and accrual of revenue for each reporting period. **Management Comment:** Procedures are in place, additional staff training and resourcing will support this in end of financial year processing. **Rating:** Moderated (2021-22) Minor	FA 2022 6. Revenue Cut-Off	Medium		Finance Manual updated.	Completed
64	Assets	7. Fixed Asset Management Policy	**Finding:** During our risk assessment procedures over the fixed assets transaction cycle, we noted that there is no formal policy to help ensure the existence of fixed assets, such as physical asset tagging and regular stock takes. We acknowledge the Shire has advised that a formal policy and associated procedures for fixed asset management are still being developed to help ensure the existence and safeguarding of fixed assets. A similar finding was first raised in 2019-20 with the following management comment received in 2020-21: In accordance with the requirements to ensure the proper management of assets under Financial Management Regulation 5.1 and 5.2 the CEO intends to review current procedures and where considered necessary develop documented procedures for the safeguarding of the Shire's fixed assets utilising a risk based approach. As this is a regulatory requirement on the CEO rather than a Policy decision of Council the Shire currently sees no benefit in formation of Council Policy in regards to control of fixed assets. Depreciation expenses and remaining useful life of assets is required to be assessed annually under AASB 116 and as such is not viewed as a Policy decision of Council beyond the adoption of broad asset useful lives when adopting the Annual Statutory budget. This is not considered an area of Council Policy but a responsibility of the CEO under Financial Management Regulation 5.1 and 5.2. Management continues to develop procedures for all areas of finance.	**Implication:** Failure to have a formal policy and associated procedures for fixed asset management could result in: a.errors and omissions remaining undetected; b.incorrect depreciation expense; and c.undetected theft or misplacement. These matters could in turn lead to misstatements in the Shire's financial reporting. There is a further risk of non-compliance with Regulation 5(2)(a) of the Local Government (Financial Management) Regulations 1996 which requires the Chief Executive Officer to ensure that the resources of the local government are effectively and efficiently managed. **Recommendation:** The Shire should develop, document and implement policies and procedures for fixed asset management. **Management Comment:** Policy is expected to be finalised in June 2023. **Rating:** Significant	Reg 17 5.2 Asset management plan FA 2023 4. Fixed Asset Management Policy	Extreme		Review conducted and the Significant Accounting Policy to include details.	Completed
65	Assets	4. Fixed Asset Management Policy	**Finding:** During our risk assessment procedures over the fixed assets transaction cycle, we noted that there is no formal policy to help ensure the existence of fixed assets, such as physical asset tagging and regular stock takes. We acknowledge the Shire has advised that a formal policy and associated procedures for fixed asset management have been developed to help ensure the existence and safeguarding of fixed assets but has not yet been approved for implementation. **Implication:** Failure to have a formal policy and associated procedures for fixed asset management could result in: a. errors and omissions remaining undetected; b. incorrect depreciation expense; and c. undetected theft or misplacement. These matters could in turn lead to misstatements in the Shire's financial reporting. There is a further risk of non-compliance with Regulation 5(2)(a) of the Local Government (Financial Management) Regulations 1996 which requires the Chief Executive Officer to ensure that the resources of the local government are effectively and efficiently managed.	**Recommendation:** The Shire should develop, document and implement policies and procedures for fixed asset management. **Management Comment:** The draft policy that was proposed and provided to RSM, has been incorporated in to the existing Council Policy F3 Significant Accounting Policies. This will be reviewed by Council in the policy review in early 2024. Further, a full review of depreciation rates and our approach to depreciation will be undertaken. A similar finding was first raised in 2019-20. **Rating:** Significant (2021-22) Moderate	Reg 17 5.2 Asset management plan FA 2022 7. Fixed Asset Management Policy	Extreme	31-Mar-24	Review conducted and the Significant Accounting Policy to include details.	Completed

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	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Annual OAG Financial Audit - 22/23 Financial Year									
66	Assets	8. Fixed Asset Capitalisation Policy	**Finding:** We noted that the Shire does not have a formal policy for the capitalisation of assets with extended useful lives. During the current year audit the Shire advised that a formal policy and associated procedures for Asset capitalisation policy is still being developed. A similar finding was first raised in 2018-19 with the following management comment received in 2020-21: **2020-21 Management comment** This is not considered an area of Council Policy but a responsibility of the CEO under Financial Management Regulation 5.1 and 5.2. Management continues to develop procedures for all areas of finance. Management is of the view that operating control procedures should be developed that determine the capitalisation of assets on a case-by-case basis taking into account extended useful lives. Management to make a determination whether to expense an item or capitalise item as an asset depending on the circumstances of the transaction, for example, taking into consideration asset aggregation and whether items should be placed on a Portable Items Register.	**Implication:** Failure to design and implement a formal policy for the capitalisation of assets with extended useful lives increases the risk of: a.errors and omissions remaining undetected; b.incorrect depreciation expense; and c.undetected theft or misplacement. **Recommendation:** The Shire should develop, document and implement a formal asset capitalisation policy to help control, record and depreciate assets with extended useful lives. **Management Comment:** Policy is expected to be finalised in June 2023. **Rating:** Significant	Reg 17 5.2 Asset management plan FA 2023 5. Fixed Asset Capitilisation Policy	Extreme	30-Jun-23	Review conducted and the Significant Accounting Policy to include details.	Completed
67	Assets	5. Fixed Asset Capitilsation Policy	**Finding:** We noted that the Shire does not have a formal policy for the capitalisation of fixed assets with extended useful lives. During the current year audit the Shire advised that a formal policy and associated procedures for Asset capitalisation policy has been developed but has not yet been approved for implementation. A similar finding was first raised in 2018-19. **Impllication:** Failure to design and implement a formal policy for the capitalisation of assets with extended useful lives increases the risk of: a. errors and omissions remaining undetected; b. incorrect depreciation expense; and c. undetected theft or misplacement.	**Recommendation:** The Shire should develop, document and implement a formal asset capitalisation policy to help control, record and depreciate assets with extended useful lives. **Management Comment:** The draft policy that was proposed and provided to RSM, has been incorporated in to the existing Council Policy F3 Significant Accounting Policies. This will be reviewed by Council in the policy review in early 2024. Further, a full review of depreciation rates and our approach to depreciation will be undertaken. **Rating:** Significant (2021-22) Significant	Reg 17 5.2 Asset management plan FA 2022 8. Fixed Asset Capitilisation Policy	Extreme	31-Mar-24	Review conducted and the Significant Accounting Policy to include details.	Completed
68	Accounting	9. Recognition of Accrued Expenses	**Finding:** We noted that the Shire's process for assessing and reviewing year-end accruals of disbursement payments is inadequate. From our review of subsequent disbursements made post 30 June 2022, 1 payment of $320,419 relating to work performed for the 30 June 2022 year was left unaccrued at year end. A similar finding was raised in 2020-21 with the following management comment received: 2020-21 Management comment The Shire has developed procedures to ensure that invoices received after balance date, which relate to the prior year, will be identified resulting in accrued expenses being recorded. **Implication:** Without a process to review payments at or after year end to determine if an accrual should be processed, the financial statements may not include all accruals to accurately reflect the Shire's results and financial position at year end.	**Recommendation:** The Shire should develop procedures to assist with identification and accrual of invoices received after balance date to identify year end accruals. **Management Comment:** The Shire should develop procedures to assist with the identification and accrual of invoices recevied after balane date to identify year end accruals. **Rating:** Significant		Extreme		Completed May 2023	Completed

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	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Annual OAG Financial Audit - 22/23 Financial Year									
69	Assets	6. Review of Infrastructure Revaluation and Inputs	**Finding:** During our year-end review of the roads, drainage and footpath infrastructure valuation carried out on 30 June 2023, we observed a significant increase in the valuation of assets held by the Shire. Upon further investigation and discussions with the Valuer, we noted that: a. There were input/calculation errors in the workings provided, resulting in a material adjustment of ~$17.7 million to Infrastructure assets; b. It was not evident that the damage rating to the Shire's infrastructure was factored into the valuation provided, (also refer to Finding 1); c. The revaluation of footpath and drainage infrastructure was recorded under roads infrastructure, without derecognising the old valuation of footpath and drainage assets. This resulted in the drainage and footpath assets being recorded twice in the Shire's accounts. **Implication:** Without appropriate understanding of the assumptions applied in valuations performed on the Shire's assets there is an increased risk that the valuation adopted may be incorrect resulting in the Shire's financial statements being materially misstated.	**Recommendation:** The Shire adopt a process of reviewing valuation outcomes involving an understanding of underlying assumptions, examination of large movements, along with challenging the valuer's assessment as appropriate. Adoption of the valuation should only occur once management has gathered sufficient evidence to validate the recommended valuation with evidence of review and sign-off maintained. **Management Comment:** Management agrees that reasonable checks will occur with infrastructure valuation in future. **Rating:** Significant		Extreme	Ongoing	To be noted for future valuation processes.	Completed
70	Accounting	10. Expected Credit Losses Model (ECL)	**Finding:** During our testing of sundry debtors and rates debtors, we noted the Shire wrote off $178,000 and $334,000 respectively in the current year on account of doubtful debts. The Shire did not revisit ECL model at year end which should take into account the write-offs history including the current year. Further, during our sampling testing for rates, we identified 3 samples with a higher risk of being unrecoverable, that were not factored into the ECL at 30 June 2023 and our testing of Sundry Debtors, identified 1 sample with a higher risk of being unrecoverable, that was not factored into the ECL at 30 June 2023. Overall, taking into account the update to the write-offs in the current year and the residual risk in respect of the specific debtors, we have concluded that the provision for debtors was not materially misstated. **Implication:** The Shire's receivable balance recognised in the Shire's financial statements is materially misstated.	**Recommendation:** The Shire should review its ECL model on an annual basis to take into account the latest history available. The Shire should also review the debtor listing and consider specific provision, if required. **Management Comment:** Management agrees that there are unresolved issues with aged debts and these will be investigated and appropriately treated, including changes to ECL model if required. **Rating:** Moderate	Reg 5 5.7 Audit Finding - Collection of Aged Debt	High	30-Jun-24	To completed as part of End of Financial Year activities.	Progressing

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	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Information Systems Audit - 22/23 Financial Year									
71	Accounting	11. Reconciliation of Landgate Valuation of Rateable Properties	**Finding:** During our reconciliation rates revenue, RSM noted that the valuation of GRV Residential and Commercial rateable properties between the Landgate report and the Shire's Synergy system did not reconcile by $396,897. **Implication:** Potential misstatement in property valuation uploaded that will impact the rates issued and revenue recognised.	**Recommendation:** It is recommended the Shire implements and maintains a formal reconciliation of Landgate valuations to values uploaded within the Synergy system. This should be performed for all Landgate valuation uploads with the requirement being reflected in the Shire's underlying policy and procedures. **Management Comment:** Management agrees that a formal reconciliation will be implemented. **Rating:** Moderate		High	30-Jun-24	To be progressed.	Programmed for 2025
72	Accounting	10. Fixed Asset Capitalisation Dates	**Finding:** From our review of a sample of 15 fixed asset additions, we noted 11 samples were capitalised on the incorrect date. The assets were placed in service during the financial year however were only capitalised on the fixed asset register on 30 June 2022. A similar finding was raised in 2020-21 with the following management comment received: 2020-21 Management comment Increased staffing numbers will allow more timely assessment of works completed on work in progress. **Implication:** The delay in the capitalisation of fixed assets would result in an understatement of depreciation expenses and consequently overstatement of the asset balances in the financial report.	**Recommendation:** The Shire should ensure fixed assets additions are regularly reviewed and capitalised as and when they are placed in service. **Management Comment:** Included in Asset Capitalisation Policy. Process Change implemented 1 April 2023. **Rating:** Moderate	Reg 17 5.2 Asset management plan	High		Review conducted and the Significant Accounting Policy to include details.	Completed
73	IT Management	1. IT Governance - Cyber Security Awareness Training	**Finding:** We identified there is currently no mandatory cyber security awareness training in place. We acknowledge that there is a program underway to make cyber security awareness training mandatory for all staff once they are onboarded at the Shire. **Implications:** Without mandatory training and awareness in relation to information / cyber security, staff members and contractors may not be aware of their information security related duties and responsibilities. This could lead to unintentional disclosures or loss of data, or successful cyber and social engineering attacks.	**Recommendation:** The Shire should: •Develop and implement formal security awareness training, this should include targeted training for different users, e.g., executive management, privileged users, and contractors. •Mandate information / cyber security training for all staff members and contractors. **Management Comment:** The Shire together with current IT provider, Managed IT, will implement mandatory all staff training. **Risk:** Minor	Reg 17 5.1 Induction procedures	Low		Cyber Security training mandatory for all staff.	Completed
74	IT Management	2. Financial Application - User Access Management	**Finding:** We identified the following issues relating to the user management of the SynergySoft financial application: •There is no formal periodic review process in place to verify if generic / system accounts are still appropriate; •3 out of 20 generic / system accounts that are no longer needed should be disabled; •2 out of the 95 enabled SynergySoft accounts belonged to terminated employees; •4 additional enabled SynergySoft accounts are no longer needed should be disabled; •There is no protocol to periodically review the segregation of duties matrix; and •There were no user access reviews conducted during the audit period. We acknowledge that the segregation of duties matrix has been created and was reviewed during the audit period. A similar finding was raised in 2020-21 with the following management comment received: The Shire has entered into a new contract with our current information and technology service provider – Managed IT. Part of the contractual agreement involves quarterly reviews of the Shire's information and technology capabilities, governance, and performance. Recommendations (i) and (ii) will be addressed in the quarterly reviews: (i)regularly review and monitor user access to the application to ensure it is still appropriate and needed. Appropriate records of these reviews should be retained, and accounts not needed should be removed or disabled. This should include unused generic accounts, and terminated employee accounts are removed appropriately; and (ii)document and implement a segregation of duties review frequency.	**Implication:** Without effective user access management processes in place, there is an increased risk of unauthorised access to the finance application. This could impact the confidentiality, integrity, and availability of the Shire's information. •Without effective review of user access and segregation of duties controls, there is an increased risk of making unauthorised changes and approvals to application transactions. This could impact the integrity of the data in SynergySoft application and lead to unauthorised and fraudulent transactions. **Recommendation:** The Shire should: •Regularly review and monitor user access to the application to ensure it is still appropriate and needed. Appropriate records of these reviews should be retained, and accounts not needed should be removed or disabled. This should include unused generic accounts, and terminated employee accounts •Document and implement a segregation of duties review frequency. **Management Comment:** Improvements have occurred since previous audit finding, review by Management IT will continue. **Rating:** Significant	Reg 17 5.2 Restricting access to electronic documents and records FA 2023 1. Financial Application - User Access Management Reg 5 5.1 Audit Finding Payroll	Extreme		Regular Review occuring and documented	Completed

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	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Information Systems Audit - 22/23 Financial Year									
75	IT Management	1. Financial Application - User Access Management	**Finding:** We identified the following issues relating to the user management of the SynergySoft financial application: - 8 enabled accounts belonged to terminated employees and should have been disabled. - The following previous year findings (2021-22) remain unresolved in this audit period: o There is no formal periodic review process in place to verify if generic or system accounts are still appropriate. o There is no protocol to periodically review the segregation of duties matrix. o There were no user access reviews conducted during the audit period. We acknowledge that the segregation of duties matrix has been created and was reviewed during the audit period. This finding was first identified in 2021-22. **Implication:** - Without effective user access management processes in place, there is an increased risk of unauthorised access to the finance application. This could impact the confidentiality, integrity, and availability of the Shire's information. - Without effective review of user access and segregation of duties controls, there is an increased risk of making unauthorised changes and approvals to application transactions. This could impact the integrity of the data in SynergySoft application and lead to unauthorised and fraudulent transactions.	Recommendation: The Shire should: - Regularly review and monitor user access to the SynergySoft to ensure it is still appropriate and needed. Appropriate records of these reviews should be retained, and accounts not needed should be removed or disabled. This should include unused generic accounts and terminated employee accounts. - Document and implement a segregation of duties review procedure including frequency of review. Management Comment: Regular review does occur; however it is not documented by a formal process. The Shire is working with IT provider to develop, implement and will continue to be reviewed. Rating: Significant (2021-22) Significant	Reg 17 5.2 Restricting access to electronic documents and records FA 2022 2. Financial Application - User Access Management Reg 5 5.1 Audit Finding Payroll	Extreme	30-Jun-24	Regular Review occuring and documented	Completed
76	IT Management	3. IT Governance - Standards, Policies and Procedures	**Finding:** We identified that the Shire has not: •created formal policies / procedures / guidelines / governance documents for change management or identity and access management •reviewed the "Internet and Email usage" policy since 2002 and no next review date or review frequency has been defined. A similar finding was raised in 2020-21 with the following management comment received: The Shire has engaged the services of a dedicated Senior Governance Officer. Duties performed by the Senior Governance Officer will involve IT governance - standards, policies and procedures that are aligned to best practice governance. **Implication:** There is a risk that out of date or missing Policies / Procedures / Guidelines / Governance documents may not be supporting the needs of the Shire and staff may not be fulfilling management expectations.	**Recommendation:** The Shire should: •Develop, document, review, approve and publish missing Policies / Procedures / Guidelines / Governance documents as required and ensure that these documents are appropriately governed •Periodically review and update Policies / Procedures / Guidelines / Governance documents following any relevant internal or external changes. **Management Comment:** Policy review occurs twice a year, policies identified as required are developed and implemented continually. **Rating:** Moderate	Reg 17 5.1 IT management plan and data recovery procedure Reg 17 5.2 Updating computer applications and information systems Reg 17 5.2 Authorising changes to data files and systems ISA 2023 3. IT Governance - Standards, Policies and Procedures ISA 2022 6. Business Continuity Management ISA 2023 7. Business Continuity Management	High		Governance developing in consultation with Managed IT. CEO directives implemented.	Completed
77	IT Management	3. IT Governance - Standards, Policies and Procedures	**Finding:** We identified that the following policies are in a draft yet to be endorsed by the Shire's Council: - D-CP4 Information and Communications Technology CEO Directive - NEW DRAFT 310323 - D-CP5 Asset Management_Policy - D-CP6 Cookie_Policy - D-CP7 Data_Classification_Policy - D-CP8 Information_Security_Committee_Policy - D-CP9 Information_Security_Risk_Assessment_Policy - D-CP10 Security_Incident_Response_Policy - D-CP11 Service_Provider_Security_Policy - D-CP12 Human_Resource_Security_Policy - D-CP13 HR_Corrective_Action_Procedure. This finding was first identified in 2021-22. **Implication:** There is a risk that out of date or missing Policies, Procedures, Guidelines, and Governance documents may not be supporting the needs of the Shire and staff may not be fulfilling management expectations.	Recommendation: The Shire should: - Develop, document, review, approve and publish missing Policies, Procedures, Guidelines, and Governance documents as required. Management Comment: Management agrees and as noted, draft policies exist. The Shire has been working towards achieving this recommendation with support from current IT provider, Managed IT. Rating: Moderate (2021-22) Moderate	Reg 17 5.1 IT management plan and data recovery procedure Reg 17 5.2 Updating computer applications and information systems Reg 17 5.2 Authorising changes to data files and systems ISA 2022 3. IT Governance - Standards, Policies and Procedures	High	Ongoing in 2024		Completed

Shire of Derby / West Kimberley Risk Register
30 April 2024

	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Information Systems Audit - 22/23 Financial Year									
78	IT Management	4. IT Governance and Strategy	**Finding:** Appropriate and defined IT governance structures and processes enable alignment with business strategies and help to efficiently manage/monitor outsourced IT systems. We identified that the Shire does not have an up to date IT strategic plan which aligns to the overall business strategy in place, however we acknowledge that an IT improvement roadmap was created for the 2021/2022 financial year with the third party service provider Managed IT and that project outcomes were reported to the Shire during the audit period. A similar finding was raised in 2020-21 with the following management comment received: The Shire's Senior Governance Officer will be involved with IT governance and strategy and the management of strategic direction of the Shire's IT service providers. The Shire has entered into a new contract with our current information and technology service provider – Managed IT. One condition of the contract is for Managed IT to comply with service level agreements. IT compliance will be part of regular reviews.	**Implication:** Without appropriate and defined IT governance structures and processes the Shire may not be able to: •Effectively align IT with business strategies, increasing the risk of sub-optimal achievement in relation to business plans and initiatives •Efficiently manage, monitor and ensure effective outsourced IT systems requirements, functionality and availability. **Recommendation:** The Shire should: •Develop an appropriate IT governance structure to govern and manage the strategic direction of IT with third party vendors •Periodically review executive summary reports from Managed IT to ensure compliance with SLA. **Management Comment:** Due to an internal promotion, the role of Senior Governance Officer has been vacant for a period of time, this has resulted in a delay of progressing the IT strategy. Recruitment of a Governance Officer will allow progress of the strategy. **Rating:** Moderate	Reg 17 5.2 Updating computer applications and information systems ISA 2023 4. IT Governance and Strategy	High	31-Dec-23	Managed IT developing with Corporate Services	Progressing
79	IT Management	4. IT Governance and Strategy	**Finding:** Appropriate and defined IT governance structures and processes enable alignment with business strategies and help to efficiently manage/monitor outsourced IT systems. We identified that the Shire does not have an up-to-date IT strategic plan which aligns to the overall business strategy in place. This finding was first identified in 2021-22. **Implication:** Without appropriate and defined IT strategic plan, the Shire may not be able to effectively align IT with business strategies, increasing the risk of sub-optimal achievement in relation to business plans and initiatives.	**Recommendation:** The Shire should develop an IT strategic plan to ensure alignment of IT strategy to overall business strategy. **Management Comment:** Progress on the development of a strategy has occurred and will continue in 2024. **Rating:** Moderate (2021-22) Moderate	Reg 17 5.2 Updating computer applications and information systems ISA 2022 4. IT Governance and Strategy	High	30-Jun-24	Managed IT developing with Corporate Services	Progressing
80	IT Management	6. Physical and Environmental Security Management	**Finding:** We identified the following issues in the physical and environmental security management of the Shire's datacentre / server room is still outstanding: - No documented process is in place to manage the datacentre / server room including physical access and environmental controls. - No equipment is installed to monitor humidity controls. - The air conditioner in place is a split system that leaks water into a drip tray in the inside of the server room. - The glass window in the server room has a metal security frame, however the window has security weaknesses as we noted that there were break ins through this window previously. - Access to the datacentre is not appropriately restricted and reviewed. We noted that five employees have access to the datacentre and three out of five are non-IT staff. Further, no logbook or CCTV is in place to track/ record access to the datacentre. - We acknowledge that there is a CO2 fire extinguisher in place, however there were no fire / smoke detection devices installed within the datacentre. We further identified that there was flammable material in the Shire's data centre, (server room) which poses a fire hazard. We acknowledge that the Shire's intend on migrating all IT systems to a cloud-based platform by the end of 2023. This finding was first identified in 2021-22. **Implication:** Without appropriate controls in place to manage the physical and environmental controls within the datacentre, there is an increased risk of inappropriate, unauthorised access and potential failure of critical hardware to support key infrastructure or systems. This could impact the confidentiality, integrity and availability of the Shire's systems and information.	**Recommendation:** The Shire should: - Develop, document, and implement datacentre management policies and procedures which contain appropriate physical and environmental controls management. - Investigate and implement appropriate physical security measures to protect the data centre against unauthorised access and damage. - Investigate and implement appropriate environmental measures to protect physical sites and the data centre against environmental threats and damage. **Management Comment:** The Shire's server was moved to cloud based storage in 2023. **Rating:** Moderate (2021-22) Moderate	ISA 2022 5. Physical and Environmental Security Management	High	31-Jul-23	Cloud based server, managed remotely. By Managed IT.	Completed

Shire of Derby / West Kimberley Risk Register
30 April 2024

	Category	System or Procedure	Description	Suggested Actions	Other Audit Reference	Risk Rating	Date Due	Progress Update	Status
Information Systems Audit - 22/23 Financial Year									
81	IT Management	7. Business Continuity Management	**Finding:** We identified that the Shire has yet to develop a Disaster Recovery Plan (Plan). We acknowledge that the service provider (Managed IT) is in the processing of developing a DRP for the Shire. This finding was first identified in 2021-22. **Implication:** Without an appropriate disaster recovery plan (DRP), the Shire may not be able to recover critical services in a timely manner, in line with business requirements. This could impede the Shire in providing key operations and business functions.	**Recommendation:** The Shire should develop, document, and endorse a BCP and DRP so they meet the Shire's recovery requirements. To help maintain the effectiveness of the BCP and DRP it should be regularly reviewed and appropriately tested to ensure key operations and business functions are recovered in accordance with the agreed recovery requirements. **Management Comment:** The Business Continuity Plan has been endorsed and was provided. The Shire will continue to work with Managed IT to develop and implement the Disaster Recovery Plan. Review will occur. **Rating:** Moderate (2021-22) Moderate	ISA 2023 3. IT Governance - Standards, Policies and Procedures ISA 2022 6.. Business Continuity Management	High	30-Jun-24	Business Continuity Plan is in place. Disaster Recovery Plan is in place. Regular testing occurs.	Ongoing
82	IT Management	2. Network Access Management	**Finding:** During our audit, we identified the following issues with the management of user access within the Shire's network: - 28 enabled accounts have not logged on in the past 6 months. - 18 enabled accounts that have never logged on and are older than 6 months. - 2 enabled accounts were identified as belonging to terminated employees. - The following previous year findings (2021-22) remain unresolved in this audit period: o There is no process established to govern the periodic review of generic or system accounts during the audit period. o There is no process established to govern the periodic review of Network AD accounts or user access to validate if appropriate during the audit period. We acknowledge that the Shire plans to establish formal periodic review process to implement periodic reviews of all accounts in the Network AD. We also identified that there is currently no periodic review process in place for Network AD accounts to verify if they are still appropriate and there were no user access reviews conducted during the audit period. This finding was first identified in 2021-22. **Implication:** Without appropriate management of network user accounts, there is an increased risk that unauthorised or unintentional modifications of IT systems will occur. This could impact the confidentiality, integrity, and availability of information.	**Recommendation:** The Shire should develop, document, and implement access management policies and procedures including remote access that should include: - Onboarding and offboarding of users, including privileged and generic accounts. - Privileged and generic account management. - Performing periodic user access reviews. - Deactivate inactive and dormant account. **Management Comment:** Regular review does occur; however it is not documented by a formal process. The Shire is working with IT provider to develop, implement and will continue to be reviewed. **Rating:** Moderate (2021-22) Moderate	Reg 17 5.2 Restricting access to electronic documents and records ISA 2022 7. Network Access Management	High	30-Jun-24	Ongoing process with People and Culture, Managed IT and Governance. To be included within Pro Mapp.	Ongoing
83	IT Management	5. Risk Management	**Finding:** We identified that the Shire has yet to develop an IT risk register. We acknowledge that the Information Security Risk Assessment policy is pending official endorsement by the Shire's Council. This finding was first identified in 2021-22. Implication: Without effective risk management policies and processes in place, there is an increased risk that the Shire will not be able to identify and address key risks affecting the IT environment.	**Recommendation:** The Shire should: - Ensure that there is a current risk management policy. - Develop and maintain a risk register. **Management Comment:** Risk Management Framework including a policy and register is scheduled for 2024. **Rating:** Moderate (2021-22) Moderate	Reg 17 5.1 Risk management framework Reg 17 5.1 Cyber security protocols ISA 2022 8. Risk Management	High	30-Jun-24	Governance progressing with Managed IT.	Progressing
84	IT Management	9. Network Security Management	**Finding:** During our audit we identified that: •The network diagram and infrastructure has not been reviewed since June 2020 and does not have a next review date defined •There is no periodic firewall review process in place •There is no documented process in place to perform vulnerability assessments or penetration testing •No security / penetration tests were conducted during the audit period. We acknowledge that Managed IT performs monthly internal and external vulnerability scans, however the Shire does not have any process documented to define when and how vulnerability scans should occur. A similar finding was raised in 2020-21 with the following management comment received: The Shire will develop, document, and implement a formal vulnerability and security penetration testing policy / procedure to include: •requirements for periodic vulnerability scanning •requirements for performance of penetration testing •defined process to periodically review network diagrams and firewall rules	**Implication:** Without effective security management policies, processes and procedures in place, there is an increased risk that the Shire will not be able to maintain an effective and secure cyber security posture. This could lead to potential cyber breaches, downtime, loss or exposure of critical systems or information. **Recommendation:** The Shire should: •Develop, document, and implement a formal vulnerability and security penetration testing policy / procedure. This document should contain the requirements for periodic vulnerability scanning and penetration testing requirements to be performed. •Define a process to periodically review network diagrams and firewall rules. **Management Comment:** Managed IT continue to work with the Shire to develop a number of suitable policies relating to IT. **Rating:** Minor	Reg 17 5.1 Cyber security protocols ISA 2023 8. Nework Security Management	Low	Ongoing	CEO Directives drafted based on template policies provided by Managed IT. Review for suitability, and implementation in place.	Completed

8.7 GOVERNANCE AND COMPLIANCE - INTERNAL CONTROLS

File Number: **5476**

Author: **Telia Reilly, Administration Coordinator and Executive Assistant**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

Pursuant to regulation 16 of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee assists Council in fulfilling its responsibilities regarding the oversight of internal and external audits at the Shire, ensuring due care, diligence, and skill are applied.

The purpose of this report is to provide Council with the status of internal control management matters within the Shire.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

Local Government (Audit) Regulations 1996 outline the functions of a local government audit committee. Council at its meeting dated 26 October 2023 confirmed the purpose of the current Audit Committee, which included amongst others the following:

- Review the CEO's Systems and Procedures and progress its implementation.

Due to an increased focus on the accountability of local governments, a review of the effectiveness of all business processes is becoming best practice. Internal auditing is one way to reduce risk and identify improvements in internal controls. There are many benefits to conducting internal audits, such as:

- Improving the performance of the organisation;
- Making the organisation process-dependent instead of person-dependent;
- Identifying redundancies in operational and control procedures and the provision of recommendations to improve the efficiency and effectiveness of procedures;
- Serving as an early warning system, enabling deficiencies to be identified and remediated on a timely basis (i.e., prior to external, regulatory or compliance audits); and
- Increasing accountability within the organisation and supports strategic objectives.

<u>Compliance Calendar</u>

The Shire has a Compliance Calendar which is used to track activities and action due dates to ensure compliance is met with critical legislative compliance requirements, operational requirements and also reduce risk of non-compliance. Data entered in to this system throughout the year supports completion of the annual Compliance Audit Return. This is a requirement from State Government and is reported to the February Audit and Risk Committee meeting prior to being submitted for Council endorsement.

STATUTORY ENVIRONMENT

Local Government Act S.2.7 (Role of Council) outlines that Councils are to govern the local government's affairs; take responsibility for the performance of their local government's functions, and oversee the allocation of their local government's finances and resources.

Local Government Act 5.41 (Functions of CEO) outlines that the functions of the CEO include the requirement to manage the day to day operations of the local government, including coordinating the undertaking of the legislative requirements of the local government.

Local Government Act 7.1A (Audit committee) requires that every local government is to establish an audit committee of three or more persons to exercise the powers and discharge the duties conferred on it (the functions of which are outlined in Regulation #16 of Local Government (Audit) Regulations 1996.

POLICY IMPLICATIONS

Nil applicable.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Non-compliance with legislation.	Possible	Moderate	Medium	Continue to build and monitor internal procedures and to train/manage staff on legislative compliance
Reputation: Adverse media and lack of community confidence.	Possible	Moderate	Medium	Continue to build and monitor internal procedures and to train/manage staff on legislative compliance

CONSULTATION

Nil.

COMMENT

This report highlights to Council, actions taken by the Acting CEO to ensure compliance and minimise risk.

It also promotes an improved understanding by officers, of the strategic risk/compliance expectations of the Council.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Shire of Derby/West Kimberley Internal Controls - November 2024

COMMITTEE RESOLUTION AC31/24

Moved: Mr Peter McCumstie
Seconded: Cr Brett Angwin

That the Audit and Risk Committee recommends that Council note the information contained in the Shire of Derby/West Kimberley Internal Controls – November 2024 report.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

Shire of Derby / West Kimberley
Internal Controls - November 2024

	Task Number	Calendar task	Category	Legislation	Comment	Status
1	C236-5	Review Risk Management Framework (Risk Management). The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every three years	Compliance Requirement	Local Government (Audit) Regulations 1996, Reg.17 CEO to review certain systems and procedures	This is an ongoing action item. Annual review due 1 March 2025	**Ongoing Action Item**
2	C121-6	Review work, health and safety processes	Legislative Requirement	Work Health and Safety Act 2020	CEO directives have been prepared for CEO's approval	**Progressing**
3	C94-74	Gift & Travel Register Online	Legislative Requirement	Local Government (Administration) Regulations 1996, Reg.28A Register of gifts (Act s.5.89A(3))	Register of Gifts includes accurate recording of Form 4 of Administration Regulations (that is, name of person making disclosure; description of gift; name and address of person who made gift; date gift was received; estimated value of gift at time it was made; nature of relationship between person who made gift and person who received gift; or a gift that is a travel contribution — description and date of travel; for an excluded gift under s. 5.62(1B)(a), the date of the approval referred to in s. 5.62(1B)(a)(ii) and the reasons for the approval.	**Ongoing Action Item**
4	C274-2	Local Heritage Survey	Legislative requirement	Heritage Act 2018, s103,s104,s105 and s44C	The report is currently being produced by the consultant. It is anticipated that the report will be available by February 2025	**Progressing**
5	C166-4	Aerodrome Manual Review	Operational Task	N/A	Derby's manual has been completed, and Fitzroy Crossings manual review is being undertaken by CASA This is an ongoing action item (yearly review in September)	**Ongoing Action Item**
6	C91-27	Fines Enforcement - Designated Prosecuting Officers	Legislative Requirement	Fines, Penalties and Infringement Notices Enforcement Acts 1994, s.13 Approved prosecuting authorities and officers	Due 31 December 2024	**Progressing**
7	C233-1	Review of CEO Directives	Operational Task	N/A	CEO directives are regularly reviewed for relevance	**Ongoing Action Item**
8	C312-1	Derby and Fitzroy Crossing Airports Framework Agreements	Operational Task	N/A	This item is progressing and is due for completion in December 2024	**Progressing**
9	C161-4	Waste Management Annual Audit Compliance Report	Operational Task	N/A	This item is progressing and is due for completion in December 2024	**Progressing**
10	C39-8	Official Conduct Complaints Register	Legislative Requirement	Local Government Act 1995, s.5.121 Register of certain complaints of minor breaches	Updated as required. Available on the website	**Ongoing Action Item**
11	C221-12	Financial Interests Register (Primary, Annual and Related Party Returns, CEO Gifts)	Legislative Requirement	Local Government Act 1995, s.5.88 Register of financial interests Local Government (Administration) Regulations 1996, Reg.28 Register of financial interests, form of (Act s. 5.88(2))	Updated as required. Available on the website	**Ongoing Action Item**
12	C261-5	Financial Interests Register (Interest Disclosures at Council Meetings and within Officer Reports) - Internal Audit	Legislative Requirement	Local Government Act 1995, s.5.88 Register of financial interests Local Government (Administration) Regulations 1996, Reg.28 Register of financial interests, form of (s.5.88(2))	Updated as required. Available on the website	**Ongoing Action Item**
13	C269-5	Common Seal Register	Legislative Requirement	Local Government Act 1995, s.9.49A Execution of Documents	A review of the Common Seal Register is currently being undertaken	**Progressing**
14	C142-6	Road Asset and Expenditure Return	Compliance Requirement	Local Government Grants Act 1978, s.12 Powers of commission	WALGA Road Asset and Expenditure Return	**Progressing**
15	C240-3	Derby Youth Partnership Agreement - Rio Tinto Funding / Communications Plan	Compliance Requirement	N/A		**Completed**
16	C189-3	Annual Electrical Technical Inspections (Derby and Fitzroy Crossing Airports)	Operational Task	N/A		**Completed**
17	C260-20	Derby Port Monthly Report Coordination and Submission	Operational Task	N/A		**Completed**
18	C11-5	Annual General Meeting of Electors - Public Notice	Legislative Requirement	Local Government (Administration) Regulations 1996, Reg.12 Meetings, public notice of (Act s.5.25(1)(g)) Local Government Act 1995, s.5.27 Electors' general meetings Local Government Act 1995, s.5.29 Convening Electors meetings Local Government Act 1995, s.5.33 Decisions made at electors meetings	A general meeting of the electors of a district is to be held once every financial year following the adoption of the annual report for the previous financial year	**Ongoing Action Item**

	Task Number	Calendar task	Category	Legislation	Comment	Status
19	C83-3	Elections - Destruction of Election Papers	Legislative Requirement	Local Government (Elections) Regulations 1997, Reg.82 Keeping Election Papers, s.4.84a) Local Government Act 1995, s.4.84 Retention and availability of electoral papers, regulations about	Suitable company engaged to complete	**Progressing**
20	C107-51	Local Emergency Management Committee	Legislative Requirement	Emergency Management Act 2005, s.38 Local Emergency Management Committee	Meetings were held on the following dates: 20 May 2024 18 July 2024 26 November 2024	**Ongoing Action Item**
21	C113-5	Local Laws Review	Legislative Requirement	Local Government Act 1995, s.3.16 Periodic Review of Local Laws	Review is progressing	**Ongoing Action Item**
22	C128-70	Financial Interest Register - Primary Returns for New Employees	Compliance Requirement	Local Government Act 1995, s.5.75 Primary Returns	Updated as required	**Ongoing Action Item**
23	C147-5	Tender Register	Compliance Requirement	Local Government (Functions and General) Regulations 1996, Reg.17 Tenders Register	This is an ongoing action item	**Progressing**
24	C154-6	Annual Staff Performance Reviews	Legislative Requirement	Local Government Act 1995,s.5.38 Annual Review of employees performance	Staff performance reviews are progressing	**Progressing**
25	C193-3	Local Public Notice - Council / Committee Meeting Schedule	Legislative Requirement	Local Government Act (Administration) Regulations 1996, Reg.12 Meetings, public notice of (Act s.5.25(1)(g)) Local Government Act 1995, s.5.25 Regulations about Council and Committee Meetings and Committees	Published on 28 November 2024 (West Australian, Broome Advertiser, Website, Public Noticeboards and Social Media)	**Completed**
26	C226-2	Community Strategic Plan - Collection of Key Performance Indicators	Legislative Requirement	Local Government Act 1995, s.5.56 Planning for the future	Acting CEO is currently reviewing	**Progressing**
27	C237	Monitor Legislative Changes	Operational Task	N/A	Regular Review	**Ongoing Action Item**

8.8 POLICY - DAMAGES CLAIMS

File Number: **5476**

Author: **Neil Hartley, Director Strategic Business**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

Council at its 27 June 2024 meeting considered a compensation claim from a local resident regarding damage to their vehicle allegedly caused by a Shire works crew when they were completing roadside landscaping works. The Council resolved that damages payment be made, but also that a policy addressing the more likely future damages claims that might be submitted, be drafted for Council's consideration.

This report proposes a policy that outlines the principles that must be considered for assessment of any damages claim that is lodged with the Shire, such that the Shire equitably addresses the variety of future potential claims that might occur.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

On 24 April 2024, the Shire's works crew were conducting whipper snipper and lawn mowing along a Derby townsite street. A local resident contacted the Shire and outlined that when she was driving home (adjacent to where the Shire's works crew were working) she heard the sound of something hitting her car and on arrival home she noticed the back window of her vehicle was broken. Ms Brown, and the Council, concluded the damage was caused by the works undertaken by the Shire and that compensation should be payable on that occasion. A policy should be developed to guide future considerations on similar requests for damages.

STATUTORY ENVIRONMENT

Local Government Act 1996 S.2.7(2)(b) (Role of council) states that one of the roles of Council is to determine the local government's policies.

POLICY IMPLICATIONS

A new policy, (F22) Damages Claims, is proposed.

FINANCIAL IMPLICATIONS

Policy implementation will not eliminate the likelihood of damages claims being paid, but it will guide future Councils through an appropriate and consistent process to consider them.

The Shire does have insurance for larger damages claims, but a $1,000 (or sometimes more) excess applies.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Organisation's Operations: Maximise operational efficiency through a consistent operational process.	Likely	Minor	Medium	Develop a policy position to guide the organisation on the matter of damages claims and the Council report.
Reputation: Without a consistent and justifiable approach, community confidence in Council decisions could be impacted.	Possible	Moderate	Medium	Develop a policy position to guide claimants on the matter of damages claims.

CONSULTATION

Nil.

COMMENT

The area of ex-gratia payments for damages is challenging to consider and a Policy outlining how best to consider future requests is therefore justified. The Shire of Derby/West Kimberley stretches over 100,000km² and has a broad range of responsibilities that could generate future damages claims.

The Shire does have insurance damages claims, but an excess applies, which means that for smaller claims the only remaining course claimants have is to seek Council consideration of an ex-gratia payment.

The Policy does not require a payment be made, just that it be assessed in a consistent manner.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Draft Policy - Damages Claims

COMMITTEE RESOLUTION AC32/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Davis

That the Audit and Risk Committee recommends that Council adopts Policy (F22) Damages Claims (as attached).

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

Shire of Derby / West Kimberley

(F22) DAMAGES CLAIMS

POLICY OBJECTIVE
To outline the principles that must be considered for assessment of any damages claim that is lodged with the Shire of Derby/West Kimberley (the Shire) such that the Shire equitably addresses the variety of potential claims that might occur across the Shire's broad level of operations.

POLICY STATEMENT
All claims for damages must firstly be referred to the Shire's insurers for consideration.

Following assessment of a damages claim by the Shire's insurers, that claim for damages may subsequently be submitted to the Shire. Such a claim will be considered by Council if:

1. The claimant can justify (and the Council accepts that justification) why they did not have in place, relevant insurance for the event claimed for;
2. It can be reasonably concluded that the activities of the Shire, or the fact that the Shire did not undertake an activity (vis. mis-feasance v's non-feasance) was the primary cause of the damages being claimed;
3. The claim is for less than the level of the Shire's insurance excess threshold value applicable for the claim;
4. The Shire's insurance policies do not cover the claim, or the Shire's insurer does not accept the claim (in which case the claim must be for below the excess threshold value for the closest similar insurance policy that might have otherwise applied); and
5. Any payment that might be made by Council is accepted by the claimant on the basis of it being "ex-gratia", and is "without any fault admission" by the Shire.

Only the Council can consider the payment of a damages claim and this must be through an officer report to Council. Whilst this policy makes every effort to reflect a strategic and generic approach to damages claims, each case may also be considered based on its own unique merits. The report must contain commentary on at least the following for Council considerations:

1. Whether the Shire, through its actions or negligence, are considered to have caused harm or damage to the claimant;
2. The legitimacy of the claim and the level of responsibility the Shire should take for its actions;
3. Whether the claimant has lodged any previous claims for this or other events;
4. Whether there are any Council precedents for payment/non-payment of similar claims;
5. The potential of a legitimate legal action/legal penalties prevailing, and the organisational time/expense of defending that legal action;
6. Whether there is any legitimate risk of adverse reputational/negative publicity if the claim is accepted/not accepted;
7. The cost/benefit of accepting the claim versus the potential precedent for other less legitimate/opportunistic claims being encourage as a result; and
8. Whether any unique claimant circumstances prevail such that more generous levels of empathy/compassion ought to be offered by Council.

PREVIEW

Shire of Derby / West Kimberley

Policy Details			
Original Adoption date:	Xx October 2024, Item xxx, Res. Xx/24	**Review Frequency:**	2 years
		Next Review Due:	August 2026
Policy Implementing Officer or Team:	Manager Corporate Services	**Policy Reviewer:**	Deputy CEO
Legislative Head of Power (Act, Regulation, or Local Law):	s.2.7of the Local Government Act 1995		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):			

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.		
2.		

REVIEW

8.9 OVERVIEW OF GRANTS AND FUNDING - AUGUST TO NOVEMBER 2024

File Number: **GS/010/1**

Author: **Christie Mildenhall, Community Planning Advisor**

Responsible Officer: **Dale Putland, Acting Director Community Planning**

Authority/Discretion: **Information**

SUMMARY

This report provides a quarterly update of the funding opportunities investigated and sought by Officers and seeks Council support for the proposed projects. It covers grant activity from the period 1 August to 30 November 2024.

The purpose of this report is to inform Council about the funding support the Shire receives for many of our community and infrastructure projects and how the funding risk is being managed by Shire Officers.

Funding received annually and ongoing including Financial Assistance Grants and Roads funding are registered and tracked separately currently.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

The Shire of Derby / West Kimberley relies heavily on grant and other funding opportunities to support the delivery of projects, programs, services, and events. This report provides an overview of the funding which is confirmed or applied for (and pending outcome) during the period 1 August to 30 November 2024.

STATUTORY ENVIRONMENT

Part 6 – Financial Management of the *Local Government Act 1995* provides for the financial management of local governments, including provisions around the development of an annual budget which grant funding must be incorporated into.

POLICY IMPLICATIONS

The following policies should be considered in relation to this report;

- PC1 – Risk and Opportunity Management Policy
- F3 – Significant Accounting Policies
- F19 – Community Funding Scheme

FINANCIAL IMPLICATIONS

This report outlines funding which has been obtained or is being sought to support the delivery of projects, programs, services and events of the Shire. With the exception of multi-year grants most of these grants are not included in the 2024/25 financial year budget as they had not been confirmed at the time of the budget being developed. Where grants have been obtained that were

not included in the budget, these grants will be incorporated into the budget as part of the mid-year budget review. Funding received from grants must be used for the express purpose outlined in the grant application and subsequent agreement.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.4 Attract and effectively use resources to meet community needs

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Business Interruption: Lack of funding may result in the non-performance of functions.	Likely	Moderate	High	Ensure Shire activities are conducted efficiently to allow spread of funding. Apply for grants wherever possible to support Shire's activities. Delay commencement of activities until funding is confirmed.
Financial: Poor management of grant funding may impact the Shire's ability to get funding in the future.	Likely	Moderate	High	Ensure a process is established and implemented to allow good governance and compliance of grant funding.
Organisation's Operations: Lack of processes relating to grant management may result in failure to meet grant requirements and deliver funded programs.	Likely	Moderate	High	Ensure a process is established and implemented to allow good governance and compliance of grant funding.

CONSULTATION

Executive Management Team and Financial Services contributed to the structure and content of this report.

COMMENT

To support the projects, programs and services of the Shire a number of funding arrangements are entered into with a variety of Government (State and Federal) agencies, not for profit

organisations and philanthropic foundations. Some of the funding received is used to allow the Shire to deliver its core business which is focused on community services and supports. Other funding is used to provide 'add on' activities for which the community expects the Shire to do. In many cases, if the Shire does not receive this funding the projects will not go ahead.

Below is a summary of the grants which have been applied for during this reporting period and the outcome of those applications and grants which have been acquitted.

In the case of some of the larger grants the funders seek confirmation that the project has been approved by Council prior to executing the funding agreements. Council is requested to provide their support for these projects.

Funding received during the period 1 August to 30 November 2024

Grant Program and Funder	Project Description	Funding Received (Ex GST)	Funding Period
COMMUNITY PLANNING – COMMUNITY DEVELOPMENT			
Aged Friendly Community Connectivity Grant – LG Professionals WA	"My Kimberley Story" - Oral history and song writing project for seniors	$15,000	22 October 2024 to 30/05/2025
Community Litter Grant – Keep Australia Beautiful Council	Anti-litter resource for school aged children and travellers to the region.	$2,800	19 July 2024 to 1 June 2025
Community Partnership – Horizon Power	Funding for Christmas activities in Derby and Fitzroy Crossing.	$3,500	12 November to 25 December 2024
International Day of People with Disability Grants – Developmental Disability WA	Contribution to the International Day of People with Disability event being held in Derby.	$1,000	Event to be held on 3 December.
Thank a Volunteer Day – Department of Communities	Contribution to the Thank A Volunteer Day event being held in Derby.	$1,000	Event to be held on 5 December.
Donation - Bundu NFP Ltd	Donation of kitchen equipment for Fitzroy Crossing cooking programs.	$55,000 in-kind items	NA
Donation – Centurion Transport	Food items from Tarunda IGA for youth engagement activities.	$11,900 in-kind	No written agreement
Donation - GIVIT	Donation of program equipment and meeting facilitation costs for Fitzroy Crossing Youth Program and Yarning Circle Crochet group.	Approx $5,000 in-kind	Applied for on an ad hoc basis through the GIVIT portal.
TOTAL AMOUNT – COMMUNITY DEVELOPMENT		**$23,300 cash** **$71,900 in-kind**	
COMMUNITY PLANNING – DEVELOPMENT SERVICES			
Donation – WA Department of Health	70 cleaning packs to be distributed to residents in Aboriginal Communities	$16,500 in-kind items	NA
TOTAL AMOUNT – DEVELOPMENT SERVICES		**$16,500**	
EXECUTIVE SERVICES PROJECTS			

Disaster Ready Program – National Emergency Management Agency	Eastern Hub Community Resilience Hub	$5,300,000	* Funding has been announced, but agreement not yet received.
Social Investment Fund – Rio Tinto	Contribution to the employment of two school leavers on traineeships	$50,000	December 2024 to June 2026.
		$5,800,000	
INFRASTRUCTURE PROJECTS			
Direct Grant – Main Roads WA	Various road projects.	$407,758	2024 / 2025 financial year
Road Project Grant – Main Roads WA	Geegully Road, Calwynyardah Nookanbah Road and Milijidee Road works.	$1,376,001	2024 / 2025 financial year
Remote Access Roads Grant – Main Roads WA	Calwynyardah Nookanbah Road, Camballin Road, Cherrabun Road, Christmas Creek Road, Nookanbah Milijidee Rod and Gee Gully Road works	$139,666.20	2024 / 2025 financial year
TOTAL AMOUNT – Infrastructure Projects		**$1,923,425.20**	
TOTAL FUNDING RECEIVED		**$7,746,725.20 cash** **$88,400 in-kind**	

Applications pending outcome

A number of funding applications have been submitted and are still progressing through the relevant organisation's assessment process. The expected notification of outcome date is calculated based on information provided in program guidelines and is a rough estimate.

Grant Program and Funder	Project Description	Funding Requested (Ex GST)	Funding Period	Expected Notification of Outcome
Regional Precincts and Partnerships Program – Stream 1 (Precinct development and planning) - Department of Infrastructure	Derby Recreation Precinct and other sporting facilities master planning	$669,448	1 August 2024 to 30 September 2025	30 June 2024 * Expected announcement date queried 22/11. No update was provided.
Recreational Boating Facilities Scheme – Department of Transport	Upgrade and make safe two recreational boating ramps at Derby Port.	$750,000	1 July 2025 to April 2026	Minister announcement expected December 2024
Regional Events Scheme – Tourism WA	Three years funding for the Kimberley Art and Photographic Prize (KAPP)	$90,000	To cover 2025 to 2028 events.	20 January 2025
Arts Activities for Regional Communities – Department of Local Government, Sport and Cultural Industries	Facilitation of photography workshops in Communities in the led up to KAPP. Includes entry into KAPP.	$57,915	Project completion by 30 June 2025	1 March 2025

TOTAL AMOUNTS		**$1,617,363**		

Unsuccessful applications

A number of applications submitted have been unsuccessful. Most funding providers provide only generalised feedback as to the reasons why applications have been unsuccessful. The general theme for the programs below is that funding programs are oversubscribed and have high levels of demand.

Grant Program and Funder	**Project Description**	**Funding Requested (Ex GST)**	**Comment / Implication**
Australia Day 2025 Community Grants Program - National Australia Day Council	Funding towards Australia Day events in Derby.	$15,000	Project to be reduced in scale.
Play Our Way Program – Stream 1 Facilities – Department of Health and Aged Care	Upgrade to sport and recreation facilities to improve access for females.	$1,999,000	Need to seek alternative funding sources for upgrades.
Play Our Way Program – Stream 2 Participation and equipment – Department of Health and Aged Care	Programs to increase female participation in sport	$765,160	Program not being introduced.
Strong and resilient Communities – Inclusive Communities – Department of Social Services	Inclusive programs for youth at risk (two years funding).	$354,020	Need to seek alternative funding sources for youth program.
WA Football Facilities Fund – Small Grants Round	Upgrades to Nicholson and Fitzroy Crossing Ovals.	$50,000	Need to seek alternative funding sources for upgrades.
2024 Community Stewardship Grants - Large	Auspicing an application from Land Alliance / Fitzroy Fire Forum to implement a support program for stations and communities in the Fitzroy Valley to reduce fire risk.	$436,600	Unknown.
TOTAL AMOUNTS		**$3,619,820**	

Funding Acquitted

During the reporting period the following grants were completed and successfully acquitted with all reporting requirements met. The Shire no longer has any liabilities in relation to these grants.

Grant Program and Funder	**Project Description**	**Amount Acquitted (ex GST)**	**Comment**
Animal Welfare Grant Program – Round 1 – Department of Primary Industries and Regional Development	De-sexing of domestic animals in remote Aboriginal communities within the Shire of Derby / West Kimberley	$50,000	This is a historical grant which had not been acquitted.
Animal Welfare Grant Program – Round 3 – Department of Primary Industries and Regional Development	De-sexing of domestic animals in remote Aboriginal communities within the Shire of	$50,000.	

	Derby / West Kimberley		
Community Giving Program – Rio Tinto	Sponsorship of the KAPP	$5,000	
Community Heritage Grant – Heritage Council of WA	Upgrade of Derby Heritage Trail and Old Gaol signage	$20,000	
Country Library Grants 2024 – LBW Trust and Friends of Libraries Australia	Purchase of a Smart TV and portable stand for the library	$1,500	
Digital Technology and Inclusion Grants – State Library of WA	Library media hub (purchase of two computers and Adobe Creative Cloud package)	$5,000	
Regional Events Scheme – Tourism WA	Sponsorship of KAPP	$15,000	
Senior Week 2024 – Council on the Ageing WA	Seniors Week Event 2024 – Morning Teas, Aqua Classes and free pool entry during Seniors Week	$1,000	
TOTAL AMOUNTS		$147,500	

While the Shire is the recipients of funding support from Federal and State Government, not for profit organisations and philanthropic organisations the Shire also provides supports to local community groups. Below is an overview of the support the Shire has given the community during the 2024/25 financial year (as at 30 November 2024).

Community Development Grants;

Organisation Name	Project Description	Amount (ex GST)
Wangki Yupurnanupurru Radio	Outdoor Community Concert – Date to be confirmed	$5,000
Derby West Kimberley Air Country Women's Association	2025 Craft Show, Flower and Produce Show, Bush Poets Breakfast, Markets and purchase of a computer.	$5,000
TOTAL		**$10,000**

Community Representative Grants;

Organisation Name	Event Description	Amount (ex GST)
Stacey Bedford	AFL Masters National Championships	$750
Sian Edwards	AFL Masters National Championships	$750
Kerry Wallis	AFL Masters National Championships	$750
Zimmarley Williams-Wilson	WA Indigenous Basketball – Binar Singapore Tour	$1,000
TOTAL		**$3,250**

Events sponsorship approved in the 2023/24 budget

Organisation Name	Event Description	Amount (ex GST)
Boab Festival at Derby Inc	2025 Boab Festival (Mardi Gras)	$7,500
TOTAL		**$7,500**

Throughout the year the Shire has also provided a number of in-kind donations which have not been captured in the above decisions of Council. These include;

- Facility hire – Derby Aboriginal Health Service – Diabetes Day 2024
- Facility hire – Kimberley Aboriginal Women's Council – Rise and Shine program development event

This report will be provided to the Audit and Risk Committee on a quarterly basis to provide an updated list of funding programs and applications. Report will include update on above listed funded programs, and the newly identified funding opportunities

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

Nil

COMMITTEE RESOLUTION AC33/24

Moved: Cr Brett Angwin
Seconded: Mr Peter McCumstie

That the Audit and Risk Committee recommends that Council:

1. **Notes the summary of grant and funding applications which have been submitted by Officers;**
2. **Provides in principle support for the outlined projects for which funding is being sought; and**
3. **Notes the in-kind and financial supports provided to local community organisations by the Shire through the Community Funding Scheme.**

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

8.10 DERBY AND FITZROY CROSSING AIRPORT - MANUALS, ANNUAL TECHNICAL INSPECTIONS AND ANNUAL ELECTRICAL TECHNICAL INSPECTIONS

File Number: **9020**

Author: **Andrew Melville, Manager Ports**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

This report is for the Audit and Risk Committee to receive the following items pertaining to the Derby and Fitzroy Crossing Airports. The following documents are being put forward to be noted;

- Derby Aerodrome Manual
- Derby Airport Annual Technical Inspection
- Derby Airport Electrical Annual Technical Inspection
- Fitzroy Crossing Airport Annual Technical Inspection
- Fitzroy Crossing Airport Electrical Annual Technical Inspection

These documents ensure that our airports continue to operate safely and in compliance with national regulations, safeguarding both aviation operations and public safety. The annual inspections list areas for improvement or required modifications to meet current standards.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer

BACKGROUND

Currently the Shire of Derby/West Kimberley owns and operates two registered airports in Derby (designated YDBY) and Fitzroy Crossing (designated YFTZ).

Derby airport receives approximately 7,000 aircraft movements annually whilst Fitzroy Crossing airport receives approximately 5,000 aircraft movements annually.

Both airports are not staffed however they operate 24 hours a day, 7 days a week. The main airport users are RFDS (daily), Commercial and Private operators, Regular Passenger Transport (Aviair RPT), Tourism and Department of Defence.

To operate, Australian airports must comply with the Civil Aviation Safety Authority (CASA) legislation and the Manual of Standards 139 (MOS 139).

In order to comply with MOS 139 the airport operator shall manage and maintain;

Airport Operations Manual (AOM)

- The AOM is required to be updated every five years and is site-specific.

- In 2024, both Derby and Fitzroy Crossing airport (still under review by CASA) manuals were updated by Aerodrome Management Services (AMS) and have reduced the number of requirements to reflect the actual operations at the airport.

Daily airport operations are managed by trained Airport Reporting Officers (ARO's) who ensure that airside management and procedures are followed to ensure compliance and safety.

- Currently, there are five ARO's in Derby and two in Fitzroy Crossing that rotate roles on a weekly basis. In addition, there are four pending officers awaiting ARO certificates which will allow them to undertake airport operations.

The daily process or operational checklist of an ARO is determined by the latest version of the AOM and this is why it requires updating on a regular basis to ensure daily operations are meeting the required standards of the MOS 139 and reflecting how an airport can operate safely.

Under the AOM, MOS 139 and as part of being a registered airport there is a requirement to annually conduct an Airport Technical Inspection (ATI) and an Airport Electrical Technical Inspection (ETI) of both the infrastructure and operations. These inspections are completed annually in or around September each year.

Key Areas Assessed During the ATI:

- Runways and taxiways: Surface condition, markings, and lighting.
- Firefighting and emergency services: Equipment, vehicles, and procedures.
- Airfield lighting: Functionality of lights, signals, and approach lighting systems.
- Security systems: Surveillance, access control, and screening processes.
- Navigational aids: Systems such as ILS (Instrument Landing System), radar, and communication tools.
- Terminal and passenger services: Condition of terminal buildings, signage, and passenger handling systems.
- Environmental concerns: Wildlife control, noise management, and other environmental considerations.

Key Areas Assessed During the ETI:

- Runway Lighting Systems – Approach, runway edge and precision approach lighting to name a few
- Airfield Ground Lighting Systems – aprons and other critical areas.
- Power Distribution Systems
- Fire Alarm and Emergency Systems:
- Security Systems – if applicable

- Airport Terminals and Other Buildings

Detailed reports are generated to include:

- Findings: A list of the components of each inspected system and area.
- Non-Conformities: Any issues that do not meet regulatory standards or are unsafe.
- Recommendations: Suggested improvements, repairs, or upgrades.
- Corrective Actions: A plan for addressing any deficiencies.
- Follow-up: A schedule for re-inspection or remedial work.

Upon completion of the updated AOM and annual ATI / ETI, all information is provided to CASA for their comment, review and final approval.

CASA have reviewed and approved the updated Derby AOM and have provided an Aerodrome Certificate pursuant to regulation 139.030 of the Civil Aviation Safety Regulations 1998 (CASR).

The Shire is currently waiting for CASA approval of Fitzroy Crossing AOM.

STATUTORY ENVIRONMENT

Part 139 of the Civil Aviation Safety Regulations (CASRs) Manual of Standards (MOS 139).

POLICY IMPLICATIONS

PC1 Risk and Opportunity Management

FINANCIAL IMPLICATIONS

The annual costs for both the review of the Manuals for both Airports, the ATI's and ETI's for Derby and Fitzroy Crossing airports was included within the 2024/25 adopted budget.

The costs for each component are as follows

- Derby ATI – $8,635
- Fitzroy Crossing ATI – no cost to Council as it is covered by the Commonwealth under the Remote Aerodrome funding scheme
- Derby and Fitzroy Crossing ETI – $25,777.13
- Manual updates for both Derby and Fitzroy Crossing – $28,000

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
2. Community	2.2 Healthy Communities	2.2.1 Build, maintain and maximise the use of community facilities
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the

		maintenance and development of infrastructure that connects our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: If the ATI's and Manual are not undertaken as required the airport could be deemed as non-compliant and potentially closed	Rare	Moderate	Low	Undertake Annual ATI / ETI inspections. Five yearly airport manual review and upgrade.
Organisation's Operations: If the infrastructure is not maintained to a standard it could be deemed as non-compliant	Rare	Major	Low	Maintain airport infrastructure, buildings, runway, taxi-way, apron, Airport buildings, grounds to allow appropriate use
Community: If deemed non-compliant community could be impacted via not having connection when required or in times of need	Rare	Minor	Low	Ensuring aerodrome remains compliant to provide services to community.

CONSULTATION

Officers have been liaising with AMS and CASA to ensure all aspects of the manuals in particular meet all legislative requirements.

COMMENT

Maintaining airport compliance is essential for ensuring both safety and continued access for communities such as Derby and Fitzroy Crossing. Compliance with the CASA regulations and MOS 139 helps to guarantee that airports are equipped to handle various types of aircraft and aviation services, from the Royal Flying Doctor Service to regular passenger transport, commercial charter flights, and tourist operators. These services are vital to the community, especially in remote or regional areas like Derby and Fitzroy Crossing, where access to medical care, commercial transportation, and tourism opportunities depend on air travel.

The importance of maintaining these standards became particularly clear during the January 2023 floods. This flood significantly disrupted ground transportation and isolated communities, making air services crucial for emergency medical evacuations, supply delivery, and connecting residents

to essential services. Without compliant and safe airports, the reliability of these services would be compromised, potentially putting lives at risk.

In the case of Derby and Fitzroy Crossing, ensuring that airports are compliant with CASA standards means that the community can rely on air transportation. Regular monitoring, maintenance, and compliance with aviation regulations are critical not only for day-to-day operations but also for the community's resilience during emergencies.

Several items in the Derby ATI report that need to be highlighted;

1. Tree growth at the Eastern (runway 11/29) has infringed the take-off surface limits and tree clearing must be undertaken.

2. The main runway seal is degrading and cracking at an increased rate.

3. The apron paint marking is faded and in need of repainting.

The most important item from the Fitzroy Crossing ATI report that need to be highlighted is that the runway pavement needs to be reconstructed to provide a smooth surface free from cracks.

It is recommended that the committee note all of the reports that have been tabled.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Derby Aerodrome Manual - New MOS 2024**
2. **Derby Aerodrome Emergency Preparedness Plan**
3. **Derby Aerodrome Risk Management Plan**
4. **Derby Annual Technical Inspection report**
5. **Derby Aerodrome Annual Electrical Inspection Report**
6. **Fitzroy Crossing Airport Annual Technical Inspection report**
7. **Fitzroy Crossing Aerodrome Annual Electrical Inspection report**

COMMITTEE RESOLUTION AC34/24

Moved: Cr Geoff Haerewa
Seconded: Cr Geoff Davis

That the Audit and Risk Committee recommends to Council that the following reports be noted:

1. **Derby Aerodrome Manual;**
2. **Derby Airport Annual Technical Inspection;**
3. **Derby Airport Electrical Annual Technical Inspection;**
4. **Fitzroy Crossing Airport Annual Technical Inspection; and**
5. **Fitzroy Crossing Airport Electrical Annual Technical Inspection.**

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

Shire of Derby / West Kimberley

AERODROME MANUAL

Shire of Derby/West Kimberley

Derby Aerodrome

Title	**Aerodrome Manual – Derby Aerodrome**
Purpose	The purpose of this document is to describe how work undertaken at Derby Aerodrome is managed in compliance with Civil Aviation Safety Regulations 1998 (CASRs), and associated Part 139 (Aerodromes) Manual of Standards 2019 (Part 139 MOS).
Scope	This document will be used by Derby Aerodrome management and staff. This document will be referenced, as a guide, for the management, operation and maintenance of the aerodrome. This manual does not include Shire of Derby / West Kimberley specific Safe Work Procedures (SWP) or AMS Safe Work Method Statements (SWMS) or Standard Operating Procedures (SOP). These are stored and maintained by the separate operators in their own systems. Any subsidiary documents are listed in section 1.3 for reference.

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1 Reference Material / Supporting Documentation

1.1 Regulatory Material

Document type	Title
Regulation	Part 123 of the Civil Aviation Safety Regulations 1998
Manual of Standards	Part 139 (Aerodromes) Manual of Standards 2019 Federal Register of Legislation - Australian Government
CAO 20.3	https://www.legislation.gov.au/Series/F2005B00776
CAO 20.9	https://www.legislation.gov.au/Series/F2005B00787
Security	Aviation Transport Security Act 2004 (ATSA) Aviation Transport Security Regulations 2005 (ATSR) https://infrastructure.gov.au/security/aviation/airport-operators.aspx

1.2 Forms/Checklist

Version	Title
2	Serviceability Inspection Checklist
2	Aerodrome Weekly Lighting Inspection Checklist
1	Aerodrome 3-Monthly Inspection Checklist
2	12- Monthly Lighting Inspection (Electrician)
2	Wildlife Hazard Register
1	Airside Driver Rules & Declaration
1	Airside Driving Questionnaire
1	GRF Inspection Checklist

1.3 Supporting Operating Manuals

Document type	Storage location
AFRU/ PAL	Aerodrome Office
SOP	Global Reporting Format (GRF) Inspection

1.4 Plans

Plan no.	Title	Revision
YDBY-MP-001	Aerodrome Crash Plan	B
YDBY-MP-002	Obstacle Limitation Surface – Full extent	B
YDBY-MP-003	Obstacle Limitation Surface – Transitional and Obstacle Detail	B
YDBY-MP-004	Aerodrome Facilities Plan	A
YDBY-MP-005	Aerodrome Boundary Plan	A
YDBY-MP-006	Aerodrome Location Plan	A
YDBY-MP-007	Aerodrome Marking Plan	A
YDBY-MP-008	Apron Facilities Plan	A
YDBY-MP-009	Lighting Layout Plan	A

1.5 Supporting Files

These files shall be accessible from the Aerodrome Managers office within the Terminal Building.

These files will be considered as supporting documents and are to be well maintained and accessible to the aerodrome management staff and Reporting Officers during all hours.

File no.	Title
1	Aerodrome Emergency File – Records/LEMC
2	Aerodrome Lighting/Electrical Inspections
3	Aerodrome Reporting
4	Aerodrome Access, Airside Drivers and Key Register
5	Daily Serviceability Inspections
6	Technical Inspections
7	Aerodrome Works
8	Bird and Animal Hazard Management Records
9	General Correspondence
10	Safety Management System
11	Drug and Alcohol Management
12	Training Records
13	Aerodrome Drawings and Plans

1.6 Contact List

Name	Phone	Email
Aerodrome Operator Shire of Derby / West Kimberley Amanda Dexter	08 9191 0999	ceo@sdwk.wa.gov.au
Aerodrome Manager/Manual Controller/AIP Responsible Person/NOTAM Group Manager Wayne Neate	0418 922 415	emtds@sdwk.wa.gov.au
Aerodrome Reporting Officers/Works Safety Officers/NOTAM Authorised Personnel Bonnie Sinclair Chris Hammer David Ridley Matthew Chilcott	AH: 0408 011 433	
Electrical Contractor Wattnow Electrical	0488 410 063 0448 410 497	admin@wattnowelectrical.com.au
Aerodrome Consultant (ATI Inspector) **Aerodrome Management Services Pty Ltd ATI Inspector** Kevin Thomas	0448 159 443 08 9221 6777	kevin@amsaustralia.com
IFP Designer Airservices Australia		IFP@AirservicesAustralia.com
NOTAM Office	02 6268 5063 F 02 6268 5044	nof@airservicesaustralia.com
Civil Aviation Safety Authority (CASA)	131 757	west@casa.gov.au
Air Service Operator – Aviair	1800 095 500	
Air Service Operator – Broome Aviation	08 9192 1369	
Air Service Operator – Skippers Aviation	08 9478 3989 08 9184 6644	opsteam@skippers.com.au
Air Service Operator - Bush Flight Airlines	08 9193 2680 F 08 9193 2670	info@northwestbushpilots.com
Air Service Operator – Star Aviation	08 9477 4402	ops@star-aviation.com.au
Air Service Operator – Maxem Aviation	0488 773 478	charter@maxem.com.au
Air Service Operator – Alliance Airlines	08 9373 0900	perthops@allianceairlines.com.au
Air Service Operator – Aerohire	08 9417 8885	cp@aerohire.com.au
Air Service Operator – Maroomba	08 9463 4900	opsteam@maroomba.com.au
Air Service Operator - VARA	08 9478 9911	vara.occ@virginaustralia.com
RFDS – Perth	1800 625 800	operations@rfdswa.com.au
Rescue Coordination Centre	1800 815 257	
ATSB	1800 011 034	atsbinfo@atsb.gov.au
Air BP	1800 024 727	
WA Police	000	

Derby Police Operations Centre	08 9115 2500 08 9375 4025	
Derby Ambulance	000 08 9193 3330 08 9193 1194	
FESA DFES – Fitzroy Crossing Volunteer	000 08 9191 1501 0418900 112 F 08 9193 1100	
Derby Health Services/Hospital	08 08 9193 333 F 08 9191 8153	
Crisis Care	1800 199 008	

All electronic records kept in accordance with this manual shall be located within a common folder on the Shire of Derby / West Kimberley electronic data server. Records may be further divided amongst subfolders for convenience.

Data Service Address X:\Subject\9 Ports \9020 Airport – Derby\9020.1 Manuals – Procedures\Records

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	30/9/2021	All	Initial issue
2.0	10/09/2024	All	Full review of all parts and sections

The person responsible for approving this document shall be the Chief Executive Officer, Shire of Derby / West Kimberley.

By approving this document the Chief Executive Officer supports all policies and procedures comprised within this document.

3 Aerodrome Administration

3.1 Operator's statement

(CASR 139.110(5)(c))

The Derby 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 Derby Aerodrome and demonstrates The Shire of Derby / West Kimberley'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, the Shire of Derby / West Kimberley is committed to ensuring that all individuals understand their responsibilities and accountabilities as defined within this aerodrome manual.

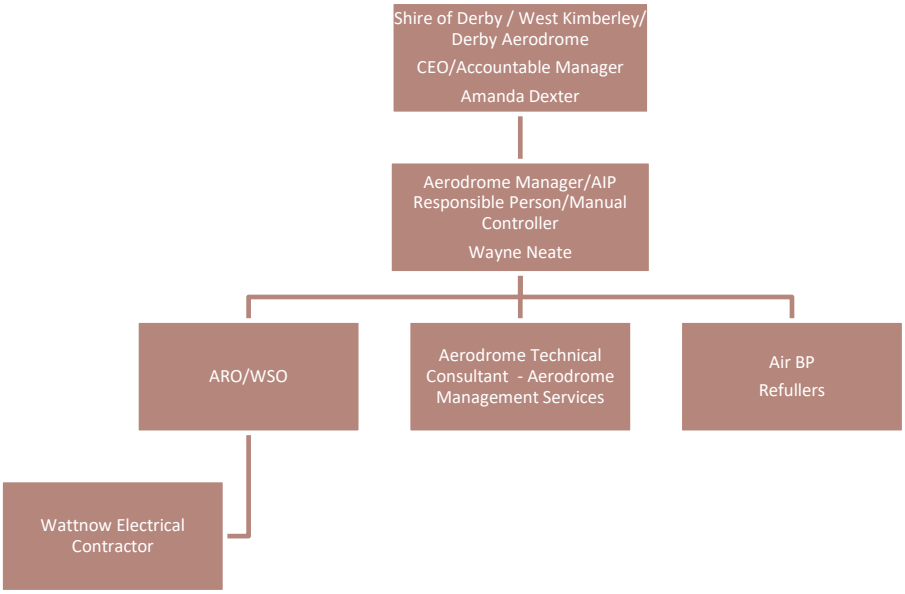
Issued under the authority of:

Position: Chief Executive Officer

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 Derby Aerodrome is inserted 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))

Accountable Manager	
Key Role:	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.
Responsibilities:	• comply with civil aviation legislation regulations including CASR Parts 99, 139 and 175 • Ensure that appropriate resources will be allocated to the aerodrome to support a safe and compliant operation. • Management of maintenance of the aerodrome facility and equipment. • Oversight of local risks to ensure facilities are safe, secure and fit for purpose in order to meet operational requirements. • Liaison with statutory bodies in relation to incidents and accidents. • Attendance (or delegate) at Emergency and Aerodrome Meetings.

3.3.2 Management positions (aerodrome operation and maintenance)

(Part 139 MOS – 10.01(4); 11.02(b)) (Part 139 MOS – 11.02(a)(ii)) (Part 139 MOS – 11.02(c))

Aerodrome Manager / Manual Controller	
Key Role:	This management position is responsible for the aerodrome's operations, maintenance and safety functions including the responsibilities of the below roles:
Responsibilities:	• Ensure compliance in operation in accordance with Civil Aviation Safety Regulations 1998 (CASRs), and associated Part 139 (Aerodromes) Manual of Standards 2019 (Part 139 MOS), and this manual • Ensure that the aerodrome facilities and equipment are planned, constructed, installed and maintained in accordance with the Part 139 MOS • Ensure Aerodrome Manual amendments/ deviations are advised to CASA within 30 days • Ensure aerodrome published information is managed in accordance with CASR Part 175 • Ensure that all personnel are trained in accordance with the Part 139 MOS [Note; this includes Aerodrome Reporting Officers, Works Safety Officers and personnel conducting Technical Inspections] and that all training records are maintained • Review, in conjunction with the Aerodrome Reporting Officers, reports received from CASA and the Aerodrome Consultant in an auditable way • Maintain and review the aerodrome subsidiary documents. • Reviewing, maintaining, amending, and controlling the Aerodrome Manual and subsidiary documents whenever necessary to maintain their accuracy • Record-keeping of the persons who hold copies of the whole or part of the Aerodrome Manual • Distribution of updates of information for the manual [in printed or electronic form] to those persons and compliance within a specified time • Monitoring currency of all distributed copies • Compliance with directions given by CASA to amend the manual • Advice to CASA, in writing, of any amendment that the operator makes to the manual for the aerodrome within 30 days after the amendment is made • Inclusion of information on where the electronic master copy of the manual is held.

(Part 175D)

AIP Responsible person	
Responsibilities:	• Reviewing, maintaining, amending, and controlling the Aeronautical Data whenever necessary to maintain their accuracy • Complete annual review of aeronautical data • Communicate changes with Airservices accordingly • Advice to CASA, in writing, of any amendment that the operator makes to the ADP for the aerodrome within 30 days after the amendment is made • Training and staff allocation in accordance with CASR 175.445. • Keep the NOTAM group up to date with aerodrome staff approved to complete NOTAMs.

The position(s) responsible for the operation, safety and maintenance of the aerodrome are:

Aerodrome Reporting Officer & Works Safety Officer	
Responsibilities:	• Conducting Aerodrome Serviceability Inspections in accordance with the Civil Aviation Regulations (CASR) and the procedures in this manual • Reporting on aerodrome serviceability in accordance with the schedules, responsibilities and procedures in this manual • Providing support and assistance in the event of an aerodrome emergency in accordance with the Aerodrome Emergency Plan • Ensuring aerodrome access and security procedures are maintained in accordance with the procedures in this manual • Enforcing airside driving rules and vehicle compliance in accordance with the procedures in this manual • Minimising hazards that relate to bird and animals in accordance with the procedures in this manual • Assisting with the removal of disabled aircraft • Ensuring the safety of aircraft operations during Aerodrome Works in accordance with the procedures in this manual and section 10.12 of Part 139 MOS • Recording all Aerodrome Works • Managing/ supervising and recording all Aerodrome Works • Reporting hazards in line with the Safety Management System procedures • Maintain aerodrome compliance in accordance with current requirements • Maintain mobile plant equipment so as to ensure all is fit for purpose and safe to operate at all times.

Maintenance Team – 3rd Party Electrician or Contractor for works	
Responsibilities:	• Maintain and provide maintenance (both general, electrical and civil) to the aerodrome facilities to ensure compliance and in accordance with current requirements • Called upon in an as needed basis.

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 subsidiary materials that are adopted are clearly referenced in the relevant sections of this manual.

This manual and the adopted subsidiary materials 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	• Reviewing, maintaining, amending and controlling the aerodrome manual.
	• Review and provide feedback on aerodrome manual. • Standard Operating Procedure author.
	• Review and provide feedback on aerodrome manual. • Standard Operating Procedure author. • Document Management – formatting, controlling and publishing.

3.4.2 Manual amendment

(Part 139 MOS – 10.03(1)(2)(3))

To maintain the accuracy of this manual, the aerodrome manual controller 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 an amendments table 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 technical inspection process.

3.4.4 Distribution List

(Part 139 MOS – 10.02(2)(7))

A copy of this manual is retained in the Aerodrome Managers office at Derby Aerodrome. This manual is made available to CASA for inspection if requested.

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

Manual holder	Electronic Format	Hard copy
CEO - Shire of Derby / West Kimberley	x	x
Director of Technical and Development Services (Airport Manager)	x	x
Derby Airport ARO office	x	x
Civil Aviation Safety Authority	x	
Aerodrome Management Services	x	

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

Manual holders are responsible for the security of and amendments to their copy of the manual. Holders who are transferred or no longer have any involvement with the aerodrome will pass their copy to their nominated replacement.

The master electronic copy is retained by the Aerodrome Manager.

3.5 Authorisations

3.5.1 Aerodrome certificate – conditions

(Part 139 MOS – 11.01(3)(c))

There are no conditions on the aerodrome certificate issued by CASA.

3.5.2 Aerodrome instruments

(Part 139 MOS – Chapter 11.01(3)(a))

Review ERSA entry for any instructions that sit under Flight Procedures.

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

4 Aerodrome Information

4.1 Aeronautical information – See Appendices

(Part 139 MOS – 11.01(1); Chapter 5)

The below required aerodrome aeronautical data is contained in Derby Aerodromes ADP. The ADP is available in the Appendices section of this manual.

- Aerodrome administration statement - (Part 139 MOS – 11.01(1); 5.03(2)(a)-(c))
- Aerodrome location statement - (Part 139 MOS – 11.01(1); 5.03(4)(a)-(f))
- Movement area information – runways - Runway code number - (Part 139 MOS – 11.01(1); 5.04(1)(a))
- Runway bearing, length, width, and surface type - (Part 139 MOS – 11.01(1); 5.04(1)(b)(c))
- Threshold geographical location & elevation - instrument runways - (Part 139 MOS – 11.01(1); 5.04(1)(d)(i)(ii))
- Runway pavement strength rating - (Part 139 MOS – 11.01(1); 5.04(1)(e))
- Runway strip length and width - (Part 139 MOS – 11.01(1); 5.04(1)(f))
- Runway slope - (Part 139 MOS – 11.01(1); 5.04(1)(g))
- Runway declared distances - (Part 139 MOS – 11.01(1); 5.04(1)(h))
- Intersection departure take-off distances available - (Part 139 MOS – 11.01(1); 5.04(1)(h); 5.12(3)(4))
- Supplementary take-off distances available (STODA) - (Part 139 MOS – 11.01(1); 5.04(1)(h))
- Established OLS for the runway - (Part 139 MOS – 11.01(1); 5.04(1)(i))
- Type A charts - (Part 139 MOS – 11.01(1); 5.04(1)(j)(i))
- Type B charts - (Part 139 MOS – 11.01(1); 5.04(1)(j)(ii))
- Obstacle-free zone (OFZ) - (Part 139 MOS – 11.01(1); 5.04(1)(k))
- Arrestor system - (Part 139 MOS – 11.01(1); 5.04(1)(l))
- Movement area information – runway strip availability - (Part 139 MOS – 11.01(1); 5.04(2)(a)(b))
- Movement area information – taxiways - (Part 139 MOS – 11.01(1); 5.04(3)(a)-(d))
- Movement area information – aprons - (Part 139 MOS – 11.01(1); 5.04(4)(a)-(c); 5.04(5)(a)(b))
- Visual aids – approach and runway lighting systems - (Part 139 MOS – 11.01(1); 5.05)
- Approach lighting system(s) (ALS) - (Part 139 MOS – 11.01(1); 5.05(1)(a))
- Runway threshold lights and wing bars - (Part 139 MOS – 11.01(1); 5.05(1)(b))
- Visual approach slope indicator system (VASIS) - (Part 139 MOS – 11.01(1); 5.05(1)(c))
- Touchdown zone (TDZ) lighting - (Part 139 MOS – 11.01(1); 5.05(1)(d))
- Runway centreline lights - (Part 139 MOS – 11.01(1); 5.05(1)(e))
- Runway edge lights - (Part 139 MOS – 11.01(1); 5.05(1)(f))
- Runway end lights - (Part 139 MOS – 11.01(1); 5.05(1)(g); Chapter 9, Division 10)
- Stopway lights - (Part 139 MOS – 11.01(1); 5.05(1)(h))
- Starter extension lighting - (Part 139 MOS – 11.01(1); 5.05(1)(i))
- Runway threshold identification lights (RTIL) - (Part 139 MOS – 11.01(1); 5.05(1)(j))
- Pilot activated lighting (PAL) system - (Part 139 MOS – 11.01(1); 5.05(1)(k))
- Visual aids – other lighting and secondary power supply
- Aerodrome beacon - (Part 139 MOS – 11.01(1); 5.05(2)(a))
- Taxiway lighting systems (including holding positions and stop bars) - (Part 139 MOS – 11.01(1); 5.05(2)(b))
- Apron lighting systems (including VDGS) - (Part 139 MOS – 11.01(1); 5.05(2)(c))
- Other movement areas – lighting systems - (Part 139 MOS – 11.01(1); 5.05(2)(d))
- Obstacle lighting for OLS infringements - (Part 139 MOS – 11.01(1); 5.05(2)(e))
- Secondary power supply (including switch-over time) - (Part 139 MOS – 11.01(1); 5.05(2)(f))

- Navigation aids - (Part 139 MOS – 11.01(1); 5.06)
- Aviation rescue and fire-fighting services (ARFFS) - (Part 139 MOS – 11.01(1); 5.07)
- Fuel suppliers - (Part 139 MOS – 11.01(1); 5.08(a))
- Weather information broadcasts - (Part 139 MOS – 11.01(1); 5.08(b))
- Ground-to-air communication systems - (Part 139 MOS – 11.01(1); 5.08(c))
- Other aviation-related services made available to pilots - (Part 139 MOS – 11.01(1); 5.08(d))
- Standard taxi routes determined by aerodrome operator - (Part 139 MOS – 11.01(1); 5.09(1)(a))
- Standard taxi routes determined by the ATS provider - (Part 139 MOS – 11.01(1); 5.09(1)(b))
- Aerodrome operational procedures – special procedures - (Part 139 MOS – 11.01(1); 5.09(2))
- Aerodrome operational procedures – notices - (Part 139 MOS – 11.01(1); 5.09(3))
- Aerodrome operational procedures – low-visibility procedures - (Part 139 MOS – 11.01(1); 5.09(4)(a)(b)(c))

4.1.1 Aerodrome diagram

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

A single aerodrome diagram that clearly illustrates all applicable aerodrome facilities prescribed in subparagraph 5.03(1) of the Part 139 MOS has been reported to Airservices and is contained in Derby Aerodrome's ADP. The ADP is available in Appendix 1 of this manual.

4.2 Aerodrome site plan

(Part 139 MOS – 11.01(2)(a)(i)-(v))

Derby aerodrome is adjacent to the Derby/Broome Highway approximately 8 kilometres south on a magnetic bearing of 157° from the town of Derby.

Sealed access from the Derby/Broome Highway terminates at the compound area of the aerodrome.

The aerodrome site covers approximately 265 hectares and is held under freehold title by the Shire of Derby/West Kimberley, as follows:

Lot Number	Certificate of Title
143	V2037 F2367
144	V2037 F325
150	V2037 F327
105	V2037 F324

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 2 of this manual.

4.3 Site plan – facilities outside the aerodrome boundary

(Part 139 MOS – 11.01(2)(b))

Derby Aerodrome 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 code (ARC) nominations

(Part 139 MOS – 4.01; 11.01)

The nominated aerodrome information listed below is contained within the ADP, which is located in the appendices section of this manual.

Description	MOS Ref	Comment
Runways	(Part 139 MOS – 11.01(2)(c))	The aerodrome reference code (ARC) number, letter and OMGWS for each runway are recorded in the ADP – Appendix 1
Taxiway & Taxilanes	(Part 139 MOS – 11.01(2)(c))	The aerodrome reference code (ARC) letter and OMGWS for each taxiway and taxilane is recorded in the ADP – Appendix 1
Aircraft parking positions	(Part 139 MOS – 1.08(2))	Nil requirement to record in ADP (not international operations) or AD Manual (minimum separation distances met, therefore no safety assessment/ reduced separation distances to be recorded)
Holding bays (aircraft)	(Part 139 MOS – 1.08(2); 6.55(2))	Aircraft holding bays are not provided; therefore, this is NOT APPLICABLE.
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 ADP – Appendix 1.

4.5 Deviations from preferred standards

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

<table>
<tr><th>Description</th><th>MOS Ref</th><th colspan="2">Comment</th></tr>
<tr><td>Location of runway threshold</td><td>(Part 139 MOS – 6.01(3)(4)(6); 8.26)</td><td colspan="2">All runway thresholds are located at the extremity of the runway.</td></tr>
<tr><td>Runway turn pad / bypass pad</td><td>(Part 139 MOS – 6.03(2)(3))</td><td colspan="2">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.</td></tr>
<tr><td>Runway longitudinal slope values</td><td>(Part 139 MOS – 6.06(1)-(7))</td><td colspan="2">The maximum runway longitudinal slope values expressed in subparagraphs 6.06(1) to (6) of the Part 139 MOS have not been exceeded.</td></tr>
<tr><td>Runway transverse slope values</td><td>(Part 139 MOS – 6.08(2)(3))</td><td colspan="2">The runway transverse slope values expressed in Table 6.08(2) of the Part 139 MOS have not been exceeded.</td></tr>
<tr><td rowspan="3">Average surface texture depth</td><td>(Part 139 MOS – 1.08(4); Table 6.09(1)-1)</td><td colspan="2">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.</td></tr>
<tr><td>Runway designation</td><td>Actual average surface texture depth</td><td>Reasons why the preferred average surface texture depth has not been met</td></tr>
<tr><td>11/29</td><td>0.94mm to 1.59mm (refer to 2023 ATI report)</td><td>Aging runway seal</td></tr>
</table>

Description	MOS Ref	Comment	
Friction values	(Part 139 MOS – 108(4); Table 6.09(1)-2)	The aerodrome is not used for scheduled international air transport operations.	
Longitudinal slope design values on graded runway strip	(Part 139 MOS – 6.18(1)(2))	The design longitudinal slope values expressed in subparagraph 6.18(1) of the Part 139 MOS have not been exceeded.	
Taxiway longitudinal slope values	(Part 139 MOS – 1.08(4); 6.40(1)(2)(3))	The maximum taxiway longitudinal slope values expressed in subparagraphs 6.40(1) and (2) of the Part 139 MOS have not been exceeded.	
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.	
Colour of aerodrome markings, markers, signals and signs	(Part 139 MOS – Table 8.03(1))	All aerodrome markings meet AS 2700-2011.	
Runway edge lights on a reduced runway width	(Part 139 MOS – 9.51(10)(11))	Runway edge lights are not located more than 3 m from the runway edge.	
Spacing of taxiway edge lights	(Part 139 MOS – 9.92(1))	The spacing of all taxiway edge lights complies with section 9.92 of the Part 139 MOS.	
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	
	RWY Designation	**Actual RESA length**	**Reasons why the preferred RESA length not met**
	11	90m	Aerodrome constructed to previous standard. Infrastructure, including fence, would be impacted. Cost prohibitive.
	29	90m	Aerodrome constructed to previous standard. Insufficient suitable terrain available to retrospectively lengthen RESA requiring significant earthworks. Infrastructure, including fence, would also be impacted. Cost prohibitive.

4.6 Facilities with retained compliance

4.6.1 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 strip width (including flyover area) (MOS 6.17(5))	**MOS 139 V1.11 November 2013** **Ref: 6.2.18.2** Overall runway strip width is 90m, whereas current standard is 280m. *(Note: this restricts operations to aircraft up to and including Code 3C)*
Approach surface slope (MOS Table 7.15(1))	**MOS 139 1.15 July 2020** **Ref: Table 7.1.1** Runway 29 approach surface slope is 2.86%, whereas current standard is 2%.
OLS – Approach inner edge (MOS Table 7.15(1))	**MOS 139 V1.15 July 2020** **Ref: Table 7.1.1** The length of the approach inner edge is 150m, whereas the current standard is 280m.
Runway turn pad markings (MOS 8.33)	**MOS 139 V1.15 July 2020** **Ref: 8.3.6.6** Runways 11 and 29 turn pad edges are marked with white runway side stripe markings, whereas the current standard is as per illustration in Figure 8.33(1).
Runway holding position markings (MOS 8.39)	**MOS 139 V1.15 July 2020** **Ref: 8.4.3.2** Runway holding position lines and spaces are 0.15m wide, whereas the current standard is 0.3m wide. Note: New standard must be adopted prior to 26 November 2026 so provision should be made to bring them into compliance as soon as practicably possible.
Apron floodlighting (MOS 9.116(3))	**MOS 139 V1.15 July 2020** **Ref: 9.16.4.3** Bay 1 average horizontal illuminance 16.93 lux, whereas the current standard is no less than 20 lux. Bay 2 average horizontal illuminance 10.9 lux, whereas the current standard is no less than 20 lux. Bay 2 average vertical illuminance is 13.93 lux, whereas the current standard is no less than 20 lux.
Light fixture and supporting structure frangibility (independent certification of frangibility)	**MOS 139 V1.15 July 2020** Ref: 9.1.11.1 Frangibility of light fixtures and supporting structures has not been certified independently of the manufacturer, whereas the current standard requires this.

Facility (grandfathered)	Description of non-compliance		
(MOS 9.09)			
Filing of documentation for Commissioning of Lighting Systems (MOS 9.18(8))	**MOS 139 V1.2 September 2004** **Ref: 9.1.15 (no requirement listed)** The reports used to support the commissioning of lighting systems are not filed in the aerodrome manual or kept in the custody, or control, of the aerodrome operator, whereas the current standard requires this.		
Movement area design – protection from propeller wash and jet blast velocity (MOS 6.64)	**MOS 139 1.15 July 2020** Ref: 6.6.2 The movement area design considered propeller wash and jet blast hazards, whereas current standard mandates maximum velocities that require protection.		
Tie-downs – load rating (MOS 21.01(1))	**MOS 139 – Aerodromes Version 1.15: July 2020** **Ref: No requirement listed** Tie-downs are not strength rated, whereas current standard requires tie-downs only be provided if they are of sufficient strength to securely hold down the aircraft type for which they are provided.		
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:	
	RWY designation	**Actual RESA length**	**Reasons why the preferred RESA length not met**
	11	90m	Aerodrome constructed to previous standard. Infrastructure, including fence, would be impacted. Cost prohibitive.
	29	90m	Aerodrome constructed to previous standard. Insufficient suitable terrain available to retrospectively lengthen RESA requiring significant earthworks. Infrastructure, including fence, would also be impacted. Cost prohibitive.

4.6.2 Grandfathered facilities – opted-in

(Part 139 MOS – 2.01 opted-in)

All Grandfathered facilities remain Grandfathered to a previous standard.

5 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 Brisbane Centre
- 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 Personnel with responsibilities – data originator

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

5.1.1 AIP responsible person

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

The nominated AIP responsible person for Derby Aerodrome is the Aerodrome Manager. Contact details are contained in section 1.6 of this manual.

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, The Shire of Derby / West Kimberley 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.

The Aerodrome Manager shall ultimately be responsible for maintaining the accuracy of the Aeronautical Date and Information in accordance with the Data Product Specifications published by Airservices Australia. The Aerodrome Manager may nominate another person to be the AIP Responsible Person for the purposes of interacting with Airservices Australia under direction of the Aerodrome Manager.

5.1.2 NOTAM authorised person(s)

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

Persons who are authorised to request the issue, review, and cancellation of NOTAMs at Derby Aerodrome are listed in the main contact list contained in section 1.6.

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

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

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

The NOTAM group manager for Derby Aerodrome (YDBY) is the Aerodrome Manager.

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).

5.2 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.

The Shire of Derby / West Kimberley 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 through Airservices ADO Portal 'Data Change Requests Tab'.

The Shire of Derby / West Kimberley 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 will be amended to reflect the change in aeronautical information.

The Shire of Derby / West Kimberley 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.

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

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

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

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

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

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 by e-mail.

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 6.6.1 of this manual.

5.4 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 are notified by;

- Aircraft over CTAF.
- Advise Ground Handling Agent.

If unable to make contact with the aircraft the ARO will communicate the information to Brisbane centre, the contact phone number is 07 3866 3224

5.5 Record keeping – reports

(Part 139 MOS – 11.05(2)(a)(b))

A copy of all NOTAMs requested by Derby Aerodrome are retained by the Aerodrome Manager and stored securely at the Aerodrome Office.

A copy of all requests for change(s) to published information that is retained by the Aerodrome Manager and stored securely at the Aerodrome Office.

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 Derby Aerodrome is checked by the aerodrome reporting officer during the serviceability inspection process. Refer to section 6.4 of this manual.

5.6 Review of published information

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

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

The Shire of Derby / West Kimberley 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.

In the event that CASA request reports or evidence of the review, this will be supplied by the Aerodrome Manager.

6 Aerodrome serviceability inspections

(Part 139 MOS – 11.03(1)(2), 12.04(A))

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, including the reporting of the Global Reporting Format (GRF) - runway surface conditions
- communicating with Brisbane Centre during the inspection (if applicable)
- taking prompt follow-up action(s) to ensure the correction of any unsafe conditions
- arranging a technical inspection if an unsafe condition is identified
- maintaining records of inspections.

6.1 Positions with responsibilities

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

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

The following is a list of personnel authorised to perform the functions of a reporting officer are listed in the Master Contact List section 1.6. The authorisation allows them to carry out serviceability inspections at Derby Aerodrome.

Name	Function
Bonnie Sinclair	Aerodrome Reporting Officer
Chris Hammer	Aerodrome Reporting Officer
David Ridley	Aerodrome Reporting Officer
Matthew Chilcott	Aerodrome 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.

The Shire of Derby / West Kimberley 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.

The training records of all reporting officers are maintained by the Aerodrome Manager and stored securely at the aerodrome office.

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

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

6.2 Routine serviceability inspections

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

The aerodrome has scheduled passenger air transport operations. An aerodrome serviceability inspection is carried out on each day that an air transport movement is scheduled. A minimum of two (2) aerodrome serviceability inspections are conducted each week (at least 48 hours apart).

The Shire of Derby / West Kimberley ensures that the aerodrome serviceability inspections are completed before the first passenger air transport operation occurs.

Should the first air transport passenger movement occur before first light, an inspection of the safety critical elements is completed before the first movement occurs.

The safety critical elements are: FOD, visual aids, significant hazards or pavement irregularities that would cause an impact of safety of aircraft.

Inspections of the remaining items will re-commence and be completed as soon there is sufficient daylight.

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

Day of Inspection	Inspection times
Days with scheduled aircraft movements	An inspection of (at least) the safety critical elements is to be completed preferably not less than 60 mins prior to the scheduled time of arrival of the first scheduled movement of the day. Should the first aircraft movement be scheduled to occur prior to first light then inspections of the remaining items will re-commence and be completed as soon there is sufficient daylight
Days without scheduled aircraft movements	Should notification be received of an unscheduled flight movement (e.g. RFDS medevac) then at least the safety critical items should be completed preferably not less than 60 mins before the estimated time of arrival (ETA) of the aircraft.
Note:	Additional FOD inspections of the movement area are conducted prior to and after each aircraft movement. These inspections are not recorded unless a hazard is identified. Should a hazard be identified, it will be reported in in the Operational Diary section.

6.3 Additional serviceability inspections

(Part 139 MOS – 11.03(1)(a)(ii); 12.01(1)(a)-(e)(2A)(3)(4))

Derby 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 a pilot, ARFFS or Brisbane Centre reports a hazard.
- GRF runway surface condition inspection is conducted when:
- aeroplane operations are scheduled, or notified in advance to the aerodrome operator, are known to be in progress at the aerodrome and meteorological conditions may have caused:
- the RWYCC to change; or
- a runway surface contaminant type to be present, or to have changed.

-

6.4 Inspection procedures

(Part 139 MOS – 11.03(1)(b))

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

- in a sound mechanical state to prevent a breakdown, unsafe operation, and any spillage of fuel lubricant or hydraulic fluid
- lit in accordance with the requirements set out in subsection 9.3 of this manual
- equipped with a VHF radio capable of monitoring the CTAF.

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

The procedure for conducting a GRF inspection is detailed within a supporting manual, listed in section 1 of this manual.

6.4.1 Inspection items

(Part 139 MOS – 12.03(3)-(11), 12.04(A))

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

a. exposed edges around concrete footings and other aerodrome installations within the runway and taxiway strips
b. damage to the wind indicator assembly or mounting
c. for wind indicators – damage to sleeve fabric or loss of conspicuous colour
d. the correct operation of the pilot activated lighting (if installed)
e. 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.
10.

When reporting GRF runway surface conditions, the following items are checked for:

1. The runway is inspected split into thirds inspecting:

a. RWYCC categories applicable to most Australian aerodromes will include; dry, wet, standing water or slippery wet
b. Surface coverage

c. Depth of water present (if any)

2. Slippery wet is reported when:
   a. Two consecutive pilot reports of braking action conditions, or;
   b. A determination of slippery wet based the use of data gathering observations, measuring devices or instruments.

All items and the areas that are to be checked as part of each aerodrome serviceability or GRF inspection are identified in the checklists and procedures listed in Section 1 of this manual.

6.5 Communicating with ATC during inspection (if applicable)

(Part 139 MOS – 11.03(1)(g))

The aerodrome is not a controlled aerodrome; therefore, communicating with ATC is NOT APPLICABLE.

6.6 Reporting inspection results

(Part 139 MOS – 11.03(1)(c); 12.03(12); 12.04(A))

The Shire of Derby / West Kimberley 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 Brisbane Centre in accordance with subsection 6.7 of this manual.

At the completion of each aerodrome serviceability or GRF 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.
- GRF inspections: Runway Condition Report (RCR) includes the aerodromes Y code, date and time, lower runway designator number, RWYCC, percentage of coverage for each third, depth of standing water in mm and surface condition.

All identified faults that require further corrective action are entered in the Maintenance Register and Daily Diary.

Any works activities that are required to correct these faults are conducted in accordance with the works protocols set out in section 14 of this manual.

When the fault has been rectified, an entry to confirm the corrective action is complete is made in the Maintenance Register.

Faults that remain open are subject to regular monitoring.

In the event the aerodrome serviceability inspection identifies a reportable occurrence as prescribed in subsection 6.6.1 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 5.3 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.

6.6.1 Reportable occurrences to the NOTAM Office

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

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 The Shire of Derby / West Kimberley 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
- fuel availability (as advised by fuel supplier/responsible person).
- GRF RWYCC reporting for standing water over 25% or 3mm in depth or slippery wet.

6.7 Prompt follow-up action to correct unsafe conditions

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

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

- immediately report the unserviceability to Brisbane Centre (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).

6.8 Technical inspection of identified unsafe condition

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

If any unsafe condition is identified during the serviceability inspection that cannot be fixed within a reasonable time, a technical inspection of the area impacted by the defect or deficiency will be immediately carried out in accordance with section 12.09 of the Part 139 MOS.

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

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

On receipt of the technical inspection report, the recommendations will be reviewed by the Aerodrome Manager and 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 the aerodrome office. The corrective actions plan will be reviewed regularly and updated by the Aerodrome Manager.

The technical inspection report will be retained for a minimum period of three (3) years at aerodrome office.

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.

6.9 Maintaining inspection records

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

Completed inspection records are filed and stored securely at the aerodrome office.

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

7 Aerodrome lighting

Primary power to the terminal is provided by the local mains switchboard. All runway, threshold, wind indicator and apron lighting is supplied by mains power. The backup generator should engage to continue the lighting however should that fail there is emergency lighting available in the terminal building.

The lighting system at Derby consists of:

- Low Intensity Runway Lights (LIRL) on runway 11/29
- Taxiway lighting
- Apron Floodlighting
- PAPI's on Runway 11/29.

This section documents the procedures for:

- inspecting and maintaining aerodrome lighting, and obstacle lighting that is maintained by The Shire of Derby / West Kimberley
- 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.

7.1 Personnel with responsibilities

(Part 139 MOS – 11.04(2)(a)-(f))

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

Activity	Individual / position:
Carrying out lighting inspections	Aerodrome Reporting Officer
Maintaining the records of inspections	Aerodrome Manager
Taking follow-up action if unsafe condition identified during inspection	Electrical staff/Aerodrome Reporting Officer
Operating aerodrome lighting, including switching systems, back-up supply systems	Aerodrome Reporting Officer
Performing maintenance on aerodrome lighting	Electrical staff/ Aerodrome Reporting Officer
Monitoring hazardous lights, lasers, reflection or glare within the aerodrome boundary	Aerodrome Reporting Officer/Aerodrome Manager

7.2 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 weekly lighting inspection process. The lights will be switched on so that their serviceability can be assessed. PAPI lighting is inspected daily as part of the Serviceability Inspection process.

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 6.2 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
RWY 11/ 29	Daily	SERVICEABILITY INSPECTION CHECKLIST PAL, PAPI.	Replace globe outages, check conformity, general condition
RWY 11/ 29	Weekly	LIGHTING OPERATION WEEKLY INSPECTION CHECKLIST RWY, TWY, APN, IWDI, PAL, AFRU, PAPI, Generator	Replace globe outages, check conformity, general condition
RWY 11/ 29	3-Monthly	IN-DEPTH PAPI INSPECTION & Calibration	Calibrate PAPIs, calibrate

Refer to checklists and subsidiary material in appendices for further details, checklists and procedures. These documents are also available at the Aerodrome Office.

7.3 Obstacle lighting maintained by aerodrome operator – inspection and maintenance

(Part 139 MOS – 11.04(1)(a))

There is no obstacle lighting maintained by Derby Aerodrome; therefore, this subsection is NOT APPLICABLE.

7.4 Portable runway lights – inspection and maintenance

(Part 139 MOS – 9.07(3)(a))

Limited portable runway lights are available for use at the aerodrome for replacement of an unserviceable light or for aerodrome works. These will be placed by the ARO and require advanced prior notice for preparation.

7.5 Monitoring secondary power supply

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

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

7.6 Monitoring standby power supply

(Part 139 MOS – 11.04(1)(b))

Standby power is available at Derby Aerodrome by means of a 140KVA generator with an auto switch function (15 seconds).

The availability of standby power is notified in AIP ERSA.

As published in AIP ERSA, manual activation of the LIRL is by prior arrangement with the Aerodrome Operator with 24hrs prior notice required.

The standby power will be automatically activated as the need arises. The generator will power the runway edge lights, taxiway edge lights, PAPIs IWDI and apron lighting towers.

7.7 Lighting inspections and checks

(Part 139 MOS – 11.04(1)(c))

In addition to the inspections outlined in subsection 7.2, inspection and maintenance activities for each lighting system will occur in accordance with the table below:

Aerodrome lighting systems	Inspection schedule	Items to be inspected or checked	Maintenance activities
Runway Edge Lighting	Daily	No outages, cleanliness, general condition	To be completed by the ARO
PAPI Luminosity	Daily	As Per Inspection Checklist	To be completed by the ARO
Lighting System Operation & Serviceability, Generator	Weekly	As Per Inspection Checklist	To be completed by the ARO
PAPI Calibration & Generator	3 Monthly	As Per Inspection Checklist	To be completed by the ARO
Generator Electrical Inspection	12 Monthly or as required	As Per Inspection Checklist	To be completed by the Electrician

Generator Mechanical Technical Inspection	12 Monthly or as required	As Per Inspection Checklist	To be completed by the Depot Mechanic
Electrical Aerodrome Technical Inspection	12 Monthly or as required	As Per Inspection Checklist	To be completed by the Electrician

The runway, PAPI, taxiway and wind indicator lights are checked for operation by the Aerodrome Reporting Officer weekly at night and the results are recorded on the Weekly Lighting Inspection Checklist.

Procedures for recording inspection and maintenance activities are included in subsection 7.8 of this manual.

Aerodrome lighting inspections carried out as part of the Aerodrome Technical Inspection will be conducted in accordance with section 13 of this manual.

Each lighting system and the list of specific elements to be inspected and checked is contained in the inspection checklist which is available at the aerodrome office.

7.8 Maintaining lighting inspections records and follow-up actions

(Part 139 MOS – 11.04(1)(d))

At the completion of each lighting inspection, the Aerodrome Reporting Officer records the following information on the 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 raised on maintenance request form and provided to the Aerodrome Manager. The identified item is to be also entered into the serviceability inspection. Any works activities that are required to correct these faults are to be conducted in accordance with the works protocols set out in section 14 of this manual.

When the fault has been rectified, an entry will be made in the Maintenance Register confirming the corrective action is complete.

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

7.9 Switching lights on and off & intensity selection

(Part 139 MOS – 11.04(1)(e))

The aerodrome lighting may be manually activated by turning Manual Override switch to ON. Switch can be found in Electrical Control cabinet north side of apron near Bay 2.

The aerodrome lighting system is operated by PAL.

The procedures for switching lights on and off, including the intensity selection, are as follows:

Pilot Activation

Using a VHF Transmitter:

- Set the transmitter to the PAL Frequency of 126.7MHz.

- Transmit three signals of 3 seconds within 25 seconds with a minimum of a 1 second pause between each signal
- The lights will remain on for 30 minutes and shut down automatically with the primary IWDI flashing for the final 10 minutes of the cycle. The cycle can be reset at any time by repeating the activation process.

ON	OFF	ON	OFF	ON
3 seconds	1 second	3 seconds	1 second	3 seconds

7.10 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.

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

7.11 Routine and emergency lighting maintenance

(Part 139 MOS – 11.04(1)(f))

Routine maintenance is carried out in accordance with the items noted in the Aerodrome 3-Monthly Serviceability Inspection Checklist.

Emergency maintenance will be conducted in liaison with the Shire of Derby/West Kimberley and Aerodrome Management Services if required. The Aerodrome Reporting Officer and Aerodrome Manager will make the determination if the works are in fact considered an “emergency”.

All works will be done in accordance with the Aerodrome Works Safety section of this manual.

7.12 Partial or total power system failure

(Part 139 MOS – 11.04(1)(g))

In the event of a failure of the aerodrome lighting system due to any reason, the Aerodrome Manager or ARO is to contact the Aerodrome Electrician.

A NOTAM should be raised to advise of system failure and the air service operator advised.

A report detailing any and all repair work carried out must be provided to the Aerodrome Manager and filed.

7.13 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.

Derby Aerodrome 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.

7.14 Commissioned lighting systems

(Part 139 MOS – 9.18(8))

Commissioning documentation is located at the aerodrome, in file 5.

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

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

Derby Aerodrome 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.

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

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

8 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 and monitoring airside access control points and barriers.

8.1 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.

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.

Derby aerodrome will allow CASA access to the aerodrome to conduct tests of aerodrome facilities and equipment, or operating procedures at the aerodrome, for the purpose of ensuring the safety of aircraft as per CASR 139.135.

The lessees of private buildings and hangars with airside access have a responsibility to control the access and unauthorised entry of persons, vehicles, equipment, mobile plant or animals (including land-based wildlife) or other things that may endanger aircraft safety through their facilities.

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

Airside access gates are:

- Located at: See Appendix 2
- Always locked by: Padlock
- Keys are issued by: Aerodrome Manager.
- A register of issued keys is maintained by: Aerodrome Manager

8.2 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 6.6 of this manual.

The lessees of private buildings and hangars with airside access have a responsibility to monitor all access points and barriers within their property.

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 repaired immediately if possible, otherwise marked with flagging and entered in the daily diary, in accordance with the process outlined subsection 6.6 of this manual and are repaired as soon as possible.

9 Airside vehicle control

(Part 139 MOS – 11.14)

9.1 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.

9.2 Vehicles and ground equipment operated airside

(Part 139 MOS – 14.03(1)(a)(b))

Derby Aerodrome 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.

Derby Aerodrome requires:

- vehicles operating airside should have a vehicle condition statement which 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).

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

In the event that an inspection is not carried out, or the inspection identifies an unsafe condition that may create a hazard to aviation safety, the vehicle is to be removed from the airside operational area.

9.3 Airside vehicle lighting requirements

(Part 139 MOS – 14.05(1)-(11))

As the aerodrome has scheduled air transport operations, all vehicles, during daylight hours and at night, are to display a flashing or rotating light on the top of the vehicle that complies with the specifications listed in subparagraph 14.05(8) of the Part 139 MOS when moving or operating airside.

All other vehicles operating airside during periods of low visibility, or when on the aprons at night, are to display a light on the top of the vehicle. If a light cannot be suitably placed on the top of the vehicle, additional lights are to be displayed so that the vehicle is visible in all directions.

9.4 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. 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.

9.5 Airside drivers – training

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

As Derby Aerodrome has scheduled air transport operations with 350,000 or less air transport passenger movements / 100,000 or less aircraft movements, drivers not under escort and who are operating a vehicle airside, are trained to know and 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.

Training details:

- Training method: Educated through ARO walk-through, provided with Airside Traffic Rules, conduct a Vehicle Check, complete Driver's Declaration Form and Airside Driving Questionnaire.
- Records of airside drivers are maintained in the Airside Driving register which is maintained by the Aerodrome Manager and is available at the Aerodrome Office.

9.6 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.

9.7 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)
Aprons	Within 15m of an aircraft - 10km/h All other areas – 25km/h
Taxiways	25km/h
Runways	80km/h
Runway Strip	45km/h
Baggage area	10km/h

9.8 Escort service procedures

(Part 139 MOS – 14.01(5))

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

9.9 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.

Appropriate action is to be taken against drivers who are clearly in breach of displayed signage, markings, or speed limits. An incident report is completed and sent to the Aerodrome Manager for action. This may include withdrawing their authority to operate a vehicle airside.

10 Aircraft parking control

(Part 139 MOS – 11.15(1))

10.1 Aircraft parking control personnel

(Part 139 MOS – 11.15(2)(g)(i)(ii))

Derby Aerodrome 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.

10.2 Liaison with ATC – apron management

(Part 139 MOS – 11.15(2)(a))

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

10.3 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.

10.4 Engine start and aircraft push-back clearances

(Part 139 MOS – 11.15(2)(c))

A FOD check is completed by the ground handler prior to an aircraft starting its engines.

Permission to start engines and their power settings are in accordance with the air operator's procedures.

Anti-collision beacons are to be switched on before an aircraft is permitted to move.

It is the responsibility of the ground handlers to ensure that the area is clear for dispatch and that there is no risk of collision or potential jet blast. In the event a hazard is detected, the ground handler is to inform the pilot and the dispatch will be stopped.

Push back procedures have not been established at the aerodrome; therefore, this item is NOT APPLICABLE.

10.5 Aerodrome visual docking guidance systems

(Part 139 MOS –11.15(2)(d)))

Visual Docking Guidance Systems are not available at the aerodrome; therefore, this subsection is NOT APPLICABLE.

10.6 Marshalling service

(Part 139 MOS – 11.15(2)(e))

A marshalling service is not provided by Derby Aerodrome. This is the responsibility of the aircraft operator.

10.7 Leader (van) service or follow-me service

(Part 139 MOS – 11.15(2)(f))

A leader (van) service or follow-me service is not available at the aerodrome; therefore, this subsection is NOT APPLICABLE.

10.8 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

- speed limits are adhered to.

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

10.9 Alternative separation distances and apron markings

10.9.1 Reduced separation distances – VDGS

(Part 139 MOS – 6.58(1)(4)(a)(b))

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

10.9.2 Aircraft type designator markings

(Part 139 MOS – 8.49(3)(d))

All aircraft type designations have been marked in accordance with the list of aircraft type designators published in ICAO Doc 8643, Aircraft Type Designators.

10.9.3 Alignment lines

(Part 139 MOS – 8.65(5))

An alignment line beyond the stop line has been marked at all aircraft parking positions where a VDGS is not provided.

10.9.4 Push-back operator guidance markings

(Part 139 MOS – 8.70(4))

Push-back markings are not provided at Derby Aerodrome.

10.9.5 Passenger path markings

(Part 139 MOS – 8.76(2)(b))

All passenger path markings are marked as a series of white transverse lines, 0.5 m wide, at least 2 m long and 0.5 m apart, in accordance with subparagraph 8.76(2)(a) of the Part 139 MOS.

10.9.6 Miscellaneous area line markings

(Part 139 MOS – 8.77(2))

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

11 Aerodrome obstacle control

11.1 Obstacle control personnel

(Part 139 MOS – 11.06(2)(a)-(d))

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

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

11.2 Monitoring take-off, approach and transitional surfaces

(Part 139 MOS – 11.06(1)(a)(i))

Derby Aerodrome 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 the Aerodrome Office.

The aerodrome reporting officer will visually scan the OLS as part of the aerodrome serviceability inspection in section 6.2 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 aerodrome technical inspection programme is conducted in accordance with section 13 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.

11.3 Proposed or actual infringements – OLS

(Part 139 MOS – 11.06(1)(d)(i))

11.3.1 Proposed OLS infringements

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

If a proposed object or structure is identified as likely to be an obstacle, details of the proposal are to be sent to CASA in writing by the Aerodrome Manager. The Instrument Procedure Designer is also notified.

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

Derby Aerodrome 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.

11.3.2 Actual OLS infringements

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

Derby Aerodrome 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 Brisbane Centre 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 5 of this manual.

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

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

11.4 Height of infringements – OLS

(Part 139 MOS – 11.06(1)(c)(i))

Derby Aerodrome does not have any buildings, structures, plumes and other developments that infringe the aerodromes OLS, therefor this section is NOT APPLICABLE.

11.4.1 Hazardous obstacles

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

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

11.5 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 the Aerodrome Office.

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 6.4.1 of this manual.

The Visual Segment Surfaces (VSS) for the Derby Aerodrome are:

VSS Runway 11	
VSS 11 Parameters:	Not Penetrated
Inner Edge	90m
Start Pt fm THR	60m
Divergence (L)	15% (8.53 deg)
Divergence (R)	15% (8.53 deg)
End Pt fm THR	1787.2m
Height at end point	204ft/62.2m
Surface Gradient	1.88 deg
Nominal Descent Gradient	3.0 deg

VSS Runway 29	
VSS 29 Parameters:	Not Penetrated
Inner Edge	90m
Start Pt fm THR	60m
Divergence (L)	15% (8.53 deg)
Divergence (R)	37.48% (20.53 deg)
End Pt fm THR	5223.1m
Height at end point	580ft/176.8m
Surface Gradient	1.88 deg
Nominal Descent Gradient	3.0 deg

11.6 Proposed or actual infringements – PANS-OPS

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

The Aerodrome Manager 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 designers' contact details are located in the master contact list subsection 1.6 of this manual.

11.7 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.

11.8 Obstacle control within aerodrome boundary

(Part 139 MOS – 11.06(1)(e))

Derby Aerodrome 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, Derby Aerodrome adopts controls appropriate to the recommendations provided by CASA.

11.9 Obstacle control outside aerodrome boundary

(Part 139 MOS – 11.06(1)(f))

As Derby Aerodrome is owned and operated by the Shire of Derby / West Kimberley, council has liaised with 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.

11.10 Obstacle lights serviceability monitoring programme

(Part 139 MOS – 9.36(1)(3)(a))

There are no lit obstacles are located within the OLS area of the aerodrome.

11.11 Obstacle light outage

(Part 139 MOS – 9.36(2)(3)(b))

There are no lit obstacles are located within the OLS area of the aerodrome.

11.12 Charts published by the aerodrome operator

(Part 139 MOS – 11.06(1)(b))

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

- Type A charts (Part 139 MOS – 7.21)
- Type B charts (Part 139 MOS – 7.22)
- Precision Approach Terrain Charts – ICAO (Part 139 MOS – 7.23)
- Aerodrome Terrain and Obstacle Charts – ICAO (Electronic) - (Part 139 MOS – 7.24)

12 Protection of communication, navigation, surveillance and meteorological facilities

12.1 Controlling activities near CNS and MET facilities

(Part 139 MOS – 11.16(a); 19.02)

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

MET facility	Location on the aerodrome	Service provider
Weather Stations	See Aerodrome Facilities Plan which is a subsidiary document to this manual	Bureau of Meteorology
NDB	North of the airfield (approx. 2km)	Airservices Australia

Derby Aerodrome ensures that there will not be any interference to the MET facilities at the aerodrome caused by developments, the erection of structures or from work activities within the vicinity of each facility.

Derby Aerodrome refers all developments within the aerodrome boundary, near to or likely to affect an existing MET facility, to the respective MET facility providers for a hazard and impact assessment.

In consultation with each facility provider, the restricted area boundaries have been determined for each MET facility. These are managed through having an enclosed fence around the facility.

When maintenance is required, the ARO will access the facility in accordance with the BOM instructions.

12.2 Supply and installation of warning signs

(Part 139 MOS – 11.16(b); 19.06(5))

Signs have been placed around each communication, navigation and surveillance (CNS) or meteorological (MET) facility to:

- deter unauthorised access from vehicles and persons.
- warn of hazardous emissions, including electromagnetic and microwave radiation.

The responsibilities for supplying, installing, and maintaining the signs have been agreed upon with the service provider.

13 Aerodrome technical inspections / manual validations

13.1 Inspection personnel

(Part 139 MOS – 11.10(2)(a)-(e))

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

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

13.2 Inspection items and timeframes

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

Although the type and frequency of aircraft operations does not trigger the requirement for implementation of a Technical Inspection program, Derby Aerodrome has opted to complete the Technical Inspection program as set out in Part 139 MOS.

The person engaged to conduct the inspection must be technically qualified or experienced, in line with the requirements in the Part 123 MOS.

The requirements for the inspection and their frequency are listed below.

Inspection requirement	Frequency
An instrument survey of the approach, take-off and transitional surfaces	The inspection is completed annually
A check of other applicable surfaces associated with the OLS	The inspection is completed annually
For an aerodrome with a Type A chart, the currency and accuracy of the: Type A chart distribution list of current Type A chart holders	This inspection element is NOT APPLICABLE
For an aerodrome with a TIFP - a check of the Shire of Derby/West Kimberley monitoring of the instrument approach procedure-critical obstacles nominated by the procedure designer	The inspection is completed annually
An inspection and assessment of the movement are pavements, drainage and associated strips, including a visual inspection and assessment of: a. pavement condition; and b. contamination, including from rubber build-up **Note:** Periodic friction assessment and surface evaluation (as applicable) is undertaken to identify the need for maintenance or special surface treatment before surface conditions deteriorate below the specified limits.	The inspection is completed annually

An inspection and testing of the aerodrome lighting and electrical reticulation systems, including the following: • visual aids on the movement area • apron floodlighting, including illumination of the apron and paring positions • illuminated wind direction indicators • pilot-activated lighting systems • stand-by and emergency aerodrome lighting (if applicable) • the visual approach slope indicator system (if applicable) • approach lighting systems (if applicable) • obstacle lights and beacons maintained by the Shire of Derby/West Kimberley • any earthing points on the apron	The inspection is completed every two years
An inspection and assessment of visual aids on the aerodrome, including the following: a. movement area markings b. movement area guidance signs, including aircraft parking position signs c. airside vehicle control signs d. protection of CNS and MET signs	The inspection is completed annually
An inspection of equipment or facilities at the aerodrome used for wildlife hazard management, including aerodrome fencing and gates	The inspection is completed annually
An inspection of equipment or facilities at the aerodrome used for aerodrome emergencies	The inspection is completed annually
A check of the currency and accuracy of aerodrome information published in the AIP	The inspection is completed annually
A check of the currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents	The inspection is completed annually
A check that the safety management system is up-to-date and is functioning as documented or A check that the risk management plan is up-to-date and is functioning as documented	The inspection is completed annually
An inspection of airside vehicle control arrangements	The inspection is completed annually
A check that personnel appointed as a reporting officer a. have been trained and assessed in accordance with Chapter 13, and b. appear to be generally competent to carry out the required duties in accordance with MOS	The inspection is completed annually
A check 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	The inspection is completed annually

13.3 Qualified personnel for technical inspections / manual validations

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

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

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

13.4 Scheduling inspections / manual validations and recording their results

(Part 139 MOS – 11.10(1)(c))

Inspections are incorporate into the Shire's annual planner and technical inspections are confirmed at least one month prior to being due.

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

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

The results of each technical inspection are presented in a report. Should a technical inspection fall outside of the 12month allocation period the Aerodrome Manager is to provide the appropriate notification to CASA.

13.5 Briefing technical inspectors

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

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

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

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

13.6 Post-inspection / validation corrective actions

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

On receipt of the technical inspection report, each recommendation is to be entered into a corrective action plan. The plan and each recommendation are to be documented and considered by the Aerodrome Manager.

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

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

Derby Aerodrome ensures that corrective action plans are reviewed and updated regularly. Specific responsibilities for corrective plans have been attributed and maintained by the Aerodrome Manager and stored securely at the Aerodrome Office.

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

13.7 Providing CASA with inspection / validation reports

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

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

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

13.8 Maintaining records of technical inspections / manual validations

(Part 139 MOS – 12.08(9); 12.11(10))

Technical inspection reports are retained for a period of at least three (3) years from the date the report was completed. Reports are maintained by the Aerodrome Manager and stored securely at the Aerodrome Office.

14 Aerodrome works safety

(Part 139 MOS – 11.07)

Derby Aerodrome 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.

14.1 Works' safety personnel

(Part 139 MOS – 11.07(1)(2); 13.01)

The following persons have specified responsibilities for works:

Individual / position	Responsibility
Aerodrome Manager/ARO	works planning
Aerodrome Manager/ARO/Contractor	conducting works
Aerodrome Manager/ARO/WSO	arrangement and notifications

The list of personnel appointed to perform the functions of a works safety officer (WSO) is contained in the master contact list.

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.

Derby Aerodrome 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.

14.2 Preparation of a method of working plan (MOWP)

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

Derby Aerodrome develops a Method of Working Plan (MOWP) for scheduled works unless the:

- works are time-limited works
- aerodrome is closed to aircraft operations during the works and a 14-day written notice period of the impending closure was made
- works are of an emergency nature (to repair unforeseen failure or damage to part of the manoeuvring area, or to remove an obstacle)
- works do not require any restrictions to aircraft operations.

MOWPs are prepared in accordance with the content and sequencing requirements stated in Chapter 16 of the Part 139 MOS.

When preparing a MOWP, and so that the impact of the works is clearly understood, consultations are conducted by the Aerodrome Manager.

The following operators / organisations are consulted:

- air transport operators using the aerodrome
- operators of emergency services aircraft that are likely to operate at the aerodrome
- providers of any communications, navigation, surveillance or meteorological infrastructure or equipment that might be affected by the works (if applicable).

A list of representatives from each operator / organisation listed above, and their contact details, is maintained by the Aerodrome Manager.

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

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

MOWPs will be authorised and signed by either the:

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

Written authorisations will be retained on file.

14.3 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
- 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 the Aerodrome Manager and stored securely at the Aerodrome Office.

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

14.4 Communications with Aircraft 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.

14.5 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.

14.6 Notifications of TLW or emergency works

(Part 139 MOS – 11.07(1)(e))

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

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

The request for a NOTAM is to be made in accordance with section 5.3 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 the publication of a NOTAM advising the changes to the aerodrome has been completed. 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.

14.7 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 the 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 5.3 of this manual, advising when the aerodrome will be temporarily closed.

15 Wildlife hazard management

15.1 Wildlife hazard personnel

(Part 139 MOS – 11.08(2))

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

Individual / position	Responsibilities
Aerodrome Reporting Officer	monitoring wildlife hazards
Aerodrome Manager / Aerodrome Reporting Officer	mitigating wildlife hazards

15.2 Training of personnel

15.2.1 Training for wildlife hazard monitoring and reporting

(Part 139 MOS – 17.07(1)(3))

At Derby Aerodrome, all 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 2 to 5 years.

The training records of all personnel are kept for a minimum period of three (3) years and are maintained by the Aerodrome Manager and stored securely at the Aerodrome Office.

15.2.2 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 2 to 5 years.

The training records of all personnel are kept for a minimum period of three (3) years and are maintained by the Aerodrome Manager and stored securely at the Aerodrome Office.

15.3 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.

15.4 Wildlife hazard monitoring

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

Wildlife hazards at Derby Aerodrome are monitored as part of the aerodrome serviceability inspection process as shown in section 6.2 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 Wildlife Hazard Register for monitoring purposes.

A record of wildlife strikes is kept in the Wildlife Strike Register and stored securely at the Aerodrome Office.

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).

To detect changes in wildlife hazards, reported wildlife observations and the wildlife strike register are reviewed every quarter by the Reporting Officers.

15.5 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 safety management system.

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.

Hazard risk assessments are maintained by the Aerodrome Manager and stored securely at the Aerodrome Office.

15.6 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 the Aerodrome Manager.

15.7 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:

- 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.

15.8 Liaison with local authorities for wildlife hazard mitigation

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

Derby Aerodrome engages proactively with stakeholders within a 13 km radius, which includes both shire land and private property, to ensure that future land uses and development proposals are carefully considered.

16 Low-visibility operations (LVO)

Low-visibility operations are not conducted; therefore, this section and the associated bullets listed below are also NOT APPLICABLE.

- Low-visibility personnel - (Part 139 MOS – 11.17(1)(e)(i)(ii)) - NOT APPLICABLE
- Runway visibility (RV) assessment personnel - (Part 139 MOS – 23.08) - NOT APPLICABLE
- Vehicular traffic in low-visibility operations - (Part 139 MOS – 11.17(1)(b)) - NOT APPLICABLE
- CNS facilities in low-visibility operations (Part 139 MOS – 11.17(1)(c)) - NOT APPLICABLE

17 Manoeuvring area inspections in low-visibility operations (Part 139 MOS – 11.17(1)(d)) - NOT APPLICABLE

- Measuring runway visibility (Part 139 MOS – 11.17(1)(a); 23.09(c)(iii)(iv)) - NOT APPLICABLE
- Communicating visibility measurements to ATC or pilots (Part 139 MOS – 11.17(1)(a)) - NOT APPLICABLE
- Transmissometers (Part 139 MOS – 11.17(2)) - NOT APPLICABLE
- Low-visibility procedures (LVP) (Part 139 MOS – Chapter 23) - NOT APPLICABLE
- Specific circumstances for LVP (Part 139 MOS – 23.02(c)(i)) - NOT APPLICABLE
- Nominated rate of aerodrome movements (Part 139 MOS – 23.02(c)(ii)) - NOT APPLICABLE
- LVP-related training and authorisation for airside drivers (Part 139 MOS – 23.02(c)(iii)) - NOT APPLICABLE
- Control of airside operations (Part 139 MOS – 23.02(c)(iv)) - NOT APPLICABLE
- Withdrawal of non-essential vehicles and personnel (Part 139 MOS – 23.02(c)(v)) - NOT APPLICABLE
- Suspension of visual and non-visual aid maintenance (Part 139 MOS – 23.02(c)(vi)) - NOT APPLICABLE
- Securing airside access and preventing entry (Part 139 MOS – 23.02(c)(vii)) - NOT APPLICABLE
- Alerting of LVP (Part 139 MOS – 23.02(c)(viii)) - NOT APPLICABLE
- Coordinating LVP activities with ATC (Part 139 MOS – 23.02(c)(ix)) - NOT APPLICABLE
- Physical checks of lighting and warning devices (Part 139 MOS – 23.02(c)(x)) - NOT APPLICABLE
- Protection of areas for ILS (Part 139 MOS – 23.02(c)(xi)) - NOT APPLICABLE
- Emergency responses during LVP (Part 139 MOS – 23.02(c)(xii)) - NOT APPLICABLE
- LVP status (Part 139 MOS – 23.02(c)(xiii)) - NOT APPLICABLE
- Review of low-visibility procedures (Part 139 MOS – 23.04) - NOT APPLICABLE

18 Disabled aircraft removal

18.1 Aircraft removal personnel

(Part 139 MOS – 11.13(e)(i)(ii))

The Reporting officer with the assistance of the Aerodrome Manager (see master contact list for contact and AH details) will assist the aircraft operator with the removal of a disabled aircraft, the responsibility for arranging the removal of disabled aircraft is that of the aircraft operator whose aircraft it is.

18.2 Aircraft removal – aerodrome operator & aircraft certificate holder

(Part 139 MOS – 11.13(a))

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

Derby Aerodrome 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, Derby Aerodrome 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, Derby Aerodrome 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 5.3 of this manual.

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

18.3 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 the Aerodrome Manager.

If the certificate of registration is not known to Derby Aerodrome 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

18.4 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, Derby Aerodrome 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 Derby Aerodrome 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 Derby Aerodrome, this notification is expected to occur on the general area frequency should VHF be available on the ground. Once a representative from Derby Aerodrome 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.

18.5 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 Derby Aerodrome, the aircraft operator is required to indemnify Derby Aerodrome from any adverse consequence resulting from any activities during the recovery process.

Derby Aerodrome 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.

19 Aerodrome Emergency Preparedness Plan

(Part 139 MOS – 11.12; Chapter 24)

19.1 Emergency response personnel

Part 139 MOS – 11.12(2)(a)-(e))

The following individuals or positions have responsibilities in an aerodrome emergency response:

Individuals / positions	Responsibilities
Aerodrome Manager	Maintaining aerodrome emergency response procedures
Aerodrome Manager	Notifying procedures to initiate an emergency response
Aerodrome Manager/ARO	Initiating emergency response actions by aerodrome personnel
Aerodrome Manager/ARO	Returning the aerodrome to operational status after an emergency
Aerodrome Manager/ARO	Reviewing the aerodrome emergency plan

19.2 Aerodrome emergency response

(Part 139 MOS – 11.12; Chapter 24)

19.2.1 Aerodrome emergency preparedness plan (AEPP)

(Part 139 MOS – Chapter 24)

Although the type and frequency of aircraft operations at Derby Aerodrome does not trigger the requirement for an AEP, the Shire of Mount Magnet has established and implemented an AEPP that meets the requirements of section 24.06 of the Part 139 MOS has been.

The AEPP is maintained by the Aerodrome Manager and is available at the Aerodrome Office.

Information relating to the following procedures (if applicable) are located within the Derby Aerodrome Emergency Preparedness Plan (AEPP).

- the positions of those who constitute the membership of the aerodrome emergency committee (if established); NOT APPLICABLE
- a description of the role of each emergency service organisation involved in the emergency response arrangements or aerodrome emergency plan, as applicable; (AEPP 3.5)

Note to determine applicability, see sections 24.02 and 24.03 of the 139 MOS.

- the procedures for liaison with the authorised person responsible for local emergency planning arrangements; NOT APPLICABLE
- the procedures for notification and initiation of an emergency response; (AEPP 3.2.1)
- the procedures for activation, control and coordination of aerodrome-based emergency responders (if any) during the initial stages of an emergency; NOT APPLICABLE
- the procedures for use of the aerodrome's emergency facilities (if any); (AEPP 5.3)
- the procedures for facilitating aerodrome access and the management of assembly areas (if any); (AEPP 5.3)
- the procedures for the aerodrome to respond to a "local stand-by" event, if applicable; (AEPP 3.3)

- the procedures for initial response to a "full emergency" event on, or in the immediate vicinity of, the aerodrome; and (AEPP 3.4)
- the arrangements for keeping aerodrome emergency facilities, access points and assembly areas (if any) in a state of readiness; and (AEPP 5.3)
- arrangements to ensure emergency preparedness by both on and off-aerodrome responders through the following: (AEPP 3.2.6 and 5.1)

    - site inductions, if provided;
    - emergency response training, if provided;
    - emergency exercises, if required; and
    - the arrangements to return the aerodrome to operational status after an emergency; and
    - the arrangements for periodic review of the aerodrome emergency plan, if applicable, or for monitoring the function of the aerodrome in local emergency planning arrangements.

The AEPP addresses the following required procedures;

- Maintaining the aerodrome emergency response procedures, including emergency preparedness; (AEPP 5.4)
- Notifying procedures to initiate an emergency response; (AEPP 3.2.1)
- Shows the location of access points, assembly areas and the aerodrome emergency facilities and equipment, fuel storage and any other hazardous materials, if applicable; (AEPP 4)
- Initiating emergency response actions by aerodrome personnel; (AEPP 3.1)
- Returning the aerodrome to operational status after an emergency; and (AEPP 3.2.6)
- Reviewing the aerodrome emergency plan. (AEPP 5)

20 Aerodrome safety management

20.1 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.

20.2 Risk Management Plan (RMP)

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

Although the type and frequency of aircraft operations does not trigger the requirement for a risk management plan, a risk management plan that meets the requirements of section 26.01 of the Part 139 MOS is in place.

- The risk management plan includes the following items;
- hazard identification;
- risk assessment and control;
- creation and management of relevant risk management plan documents, including:
- a risk register; and
- records of any dedicated risk assessments performed to address aerodrome hazards affecting aircraft operations.

The RMP is maintained by the Aerodrome Manager and available at the Aerodrome Office.

21 Glossary

21.1 Acronyms and abbreviations

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

Acronym / abbreviation	Description
OLS	obstacle limitation surface
OMGWS	outer main gear wheel span
PAL	pilot activated lighting system
PANS-OPS	Procedures for Air Navigation Services – Aircraft Operations
PAPI	precision approach path indicator
PCN	pavement classification number
RCAM	Runway Condition Assessment Matrix
RCR	Runway Condition Report
RWYCC	Runway Condition Code
RESA	runway end safety area
RTIL	runway threshold identification lights
RV	runway visibility
RVR	runway visual range
RWY	runway
SMS	safety management system
STODA	supplementary take-off distance
RMP	risk management plan
TDZ	touchdown zone
TODA	take-off distance available
TORA	take-off run available
T-VASIS	T pattern visual approach slope indictor system
TWY	taxiway
VASIS	visual approach slope indicator system
VDGS	visual docking guidance system
VFR	visual flight rules
WDI	wind direction indicator

21.2 Definitions

Term	Definition
accelerate-stop distance available	the length of the take-off run available plus the length of the stopway if provided.
accident	an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which: a person is fatally or seriously injured as a result of: being in the aircraft, or direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew, or the aircraft sustains damage or structural failure which: adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage when the damage is limited to the engine, its cowlings or accessories, or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin, or the aircraft is missing or is completely inaccessible.
aerodrome	an area of land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure or movement of aircraft.
aerodrome elevation	the elevation of the highest point of the landing area.
aerodrome reference code	refers to the three (3) elements that are nominated by the aerodrome operator, specifically: a code number which is determined by the aeroplane reference field length, and which is applicable to runways a code letter which is determined by the aeroplane wingspan, and which is applicable to runways, taxiways, aircraft holding bays and parking positions the OMGWS which is applicable to runways and taxiways.
aerodrome reference point	the designated geographical location of an aerodrome.
AIP responsible person	for an aeronautical data originator, a person appointed by the originator under regulation 175.445 as responsible for the provision of aeronautical data or aeronautical information published in the AIP.
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

Term	Definition
	aerial spotting agricultural operations aerial photography advertising balloon flying training ambulance functions carriage, for the purposes of trade, of goods being the property of the pilot, the owner of the hirer of the aircraft (not being a carriage of goods in accordance with fixed schedules to and from fixed terminals) any other purpose that is substantially similar to any of those specified in subparagraphs (i) to (vii) (inclusive).
AIS provider	a person who holds a certificate under regulation 175.055 of CASR.
apron	a defined area on a land aerodrome to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.
apron taxiway	a portion of a taxiway system located on an apron to provide a through taxi route for aircraft across the apron to another part of the taxiway system.
Australian height datum	the datum that sets mean sea level as zero elevation.
clearway	a defined area at the end of the TORA, on the ground or water under the control of the aerodrome operator, which is selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height.
Contaminant	Matter present on the surface of the runway including, compacted snow, dry snow, frost, ice, slush, standing water, wet ice and wet snow.
Contaminated runway	A runway is contaminated if more than 25% of the surface area required for take-off or landing is covered by any of the following: Water or slush more than 3mm deep; Loose snow more than 20mm deep; Compacted snow or ice.
displaced threshold	a threshold not located at the extremity of a runway.
Dry runway	A runway is dry if the surface area required for a take-off or landing (a) Has no visible moisture; and (b) Is not contaminated
Flight Information Service	A service provider for the purposes of giving advice and information useful for the safe and efficient conduct of flights.
holding bay	a defined area where aircraft can be held or bypassed to facilitate efficient surface movement of aircraft.
incident	an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.
international aerodrome	an aerodrome: designated by the Department as an international airport in Australia; and identified as a designated international airport in Australia on the Department's website.
instrument runway	one of the following types of runway nominated for the operation of aircraft using instrument approach procedures:

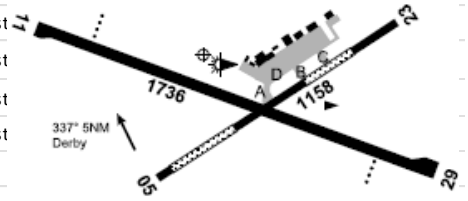
Term	Definition
	non precision approach runway precision approach runway (CAT I) precision approach runway (SA CAT I) precision approach runway (SA CAT II) precision approach runway (CAT II) precision approach runway (CAT III A / B / C)
landing distance available	the length of the runway which is declared 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 or hazard, the timely knowledge of which is essential to persons concerned with flight operations.
NOTAM authorised persons	for an aeronautical data originator, a person(s) appointed under regulation 175.445 by the originator authorised to request the issue, review or cancellation of a NOTAM.
obstacle	fixed (whether temporarily or permanently) and mobile objects, structures and parts of such objects and structures that: are located on an area provided for the surface movement of aircraft, or extend above a defined surface designated to protect aircraft in flight, or stand outside the defined surfaces mentioned in items (a) and (b) above and that have been assessed as being a hazard to air navigation.
obstacle free zone	the airspace above the inner approach surface, inner transitional surface, baulked landing surface, and that portion of the runway strip bounded by these surfaces, which is not infringed by any fixed obstacle other than a low mass and frangibly mounted one required for air navigation purposes.
obstacle limitation surfaces	a series of planes, associated with each runway at an aerodrome, that defines the desirable limits to which objects or structures may project into the airspace around the aerodrome so that aircraft operations at the aerodrome may be conducted safely.
PANS-OPS	Doc.8168-OPS/611 Volume II (Procedures for Air Navigation Services – Construction of Visual and Instrument Flight Procedures) approved and published by decision of the Council of the International Civil Aviation Organization, as in force from time to time.
pavement classification number	a number expressing the bearing strength of a pavement for unrestricted operations by aircraft with aircraft classification number (ACN) less than or equal to the PCN.
Reduced braking action	Based on pilot observations that the braking deceleration and directional control is worse than expected.

Term	Definition
runway	a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
Runway Condition Assessment Matrix (RCAM)	A matrix for assessing the runway condition code from a set of observed runway surface conditions and the pilot in command's report on braking action.
Runway Condition Report (RCR)	A comprehensive standardised report relating to runway surface conditions and their effect on aeroplane landing and take-off performance.
Runway Condition Code (RWYCC)	A number used in a runway condition report to describe the runway surface condition.
runway end safety area	an area symmetrical about the extended runway centreline and adjacent to the end of the runway strip, primarily to reduce the risk of damage to an aeroplane which undershoots or overruns the runway.
runway strip	a defined area, including the runway and stopway, provided to: reduce the risk of damage to aircraft running off a runway, and protect aircraft flying over the runway during take-off or landing operations.
scheduled air transport operation	an air transport operation conducted in accordance with a published schedule.
secondary power supply	an electrical power supply that: is automatically connected to the relevant load when the primary power source fails, and is derived from: the normal public electrical power supply, but in a way that: supplies power for the aerodrome's functionality from a special substation that is not the normal substation, and supplies the power through a special transmission line that follows a route different from the normal power supply route, and makes extremely remote the possibility of a simultaneous failure of the normal public electrical power supply and the power supply for the aerodrome, or one or more generators, batteries, or similar devices which deliver a constant, reliable and sufficient supply of electrical power for the relevant aerodrome service.
shoulder	an area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface.
Slippery wet runway	A wet runway where the surface friction characteristics of a significant portion of the runway show that the runway is degraded.
stopway	a defined rectangular area on the ground at the end of the take-off run available and prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off.
take-off distance available	the length of the take-off run available, plus the length of the clearway if provided.
take-off runway available	the length of the runway declared available and suitable for the ground run of an aeroplane taking off.
taxilane	a portion of an apron designated as a taxiway and for use only to provide access to and egress from aircraft parking positions.

Term	Definition
taxiway	a defined path on an aerodrome on land, established for the taxiing of aircraft from one part of an aerodrome to another. A taxiway includes a taxilane, an apron taxiway, and a rapid exit taxiway.
threshold	the beginning of that portion of the runway usable for landing.
Type A chart	a chart which contains information on all significant obstacles within the take-off area of an aerodrome up to 10 km from the end of the runway.
Type B chart	an obstacle chart which provides obstacle data from around the aerodrome.
Y location code	the international code prefix used to identify Australian aerodromes.
Wet runway	A runway is wet if the surface area required for a take-off or landing a. is not dry; and b. is not contaminated

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AERODROME MANUAL - V1	Aerodrome Data
AERODROME INFORMATION	
Aerodrome Diagram	
Layout of runways, taxiways & aprons	Y - illustrated
Nature of the runway surfaces	Y - illustrated
Designations and lengths of runways	Y - illustrated
Designations of taxiways	Y - illust
Location of IWDI/non-illuminated WDI	Y - illust
Location of aerodrome reference point	Y - illust
Location of terminal buildings	Y - illust
Location of any helicopter FATO areas or helicopter aiming points	N/A
Location of glider runway strips (if external to a runway strip)	N/A
Location and type of VASIS (if provided)	Y - illustrated
Administration	
Operator's name	Shire of Derby/West Kimberley
Operator's postal address	PO Box 94 DERBY WA 6728
Phone number	08 9191 0999
Email	sdwk@sdwk.wa.gov.au
Website (if applicable)	N/A
Fax number (if applicable)	N/A
After hours contact - name	ARO
After hours contact - phone number	0408 011 433
After hours contact - email address (where applicable)	N/A
After hours contact - fax number (where applicable)	N/A
Aerodrome Type	AD
Aerodrome Usage	PUBLIC
Aerodrome Usage - PPR	N/A
Aerodrome Usage - aerodrome charges	N/A
Aerodrome Usage - security	N/A
Aerodrome Classification	CERT
Aerodrome location statement	
Aerodrome name	Derby
State or territory	WA
Latitude and longitude (of Aerodrome Reference Point)	172212S 1233938E
ICAO location indicator (Y code)	YDBY
Elevation (feet)	24
Currency of Type A charts (required if scheduled international operations)	N/A
Currency of Type B charts (discretionary)	N/A
UTC time	UTC+8
Magnetic variation	VAR 2 DEG E
Movement Area Information - see next tab - Mvt Areas, Lighting, Navaids	
Charts	
Type A charts - include if published	N/A
Type B charts - include if published	N/A
Obstacle-free zone (OFZ) (if applicable)	N/A
Precision approach terrain chart	N/A
Aerodrome terrain and Obstacle chart - ICAO (Electronic)	N/A
WAC chart	3223
	Also refer to AIP departure and approach procedure



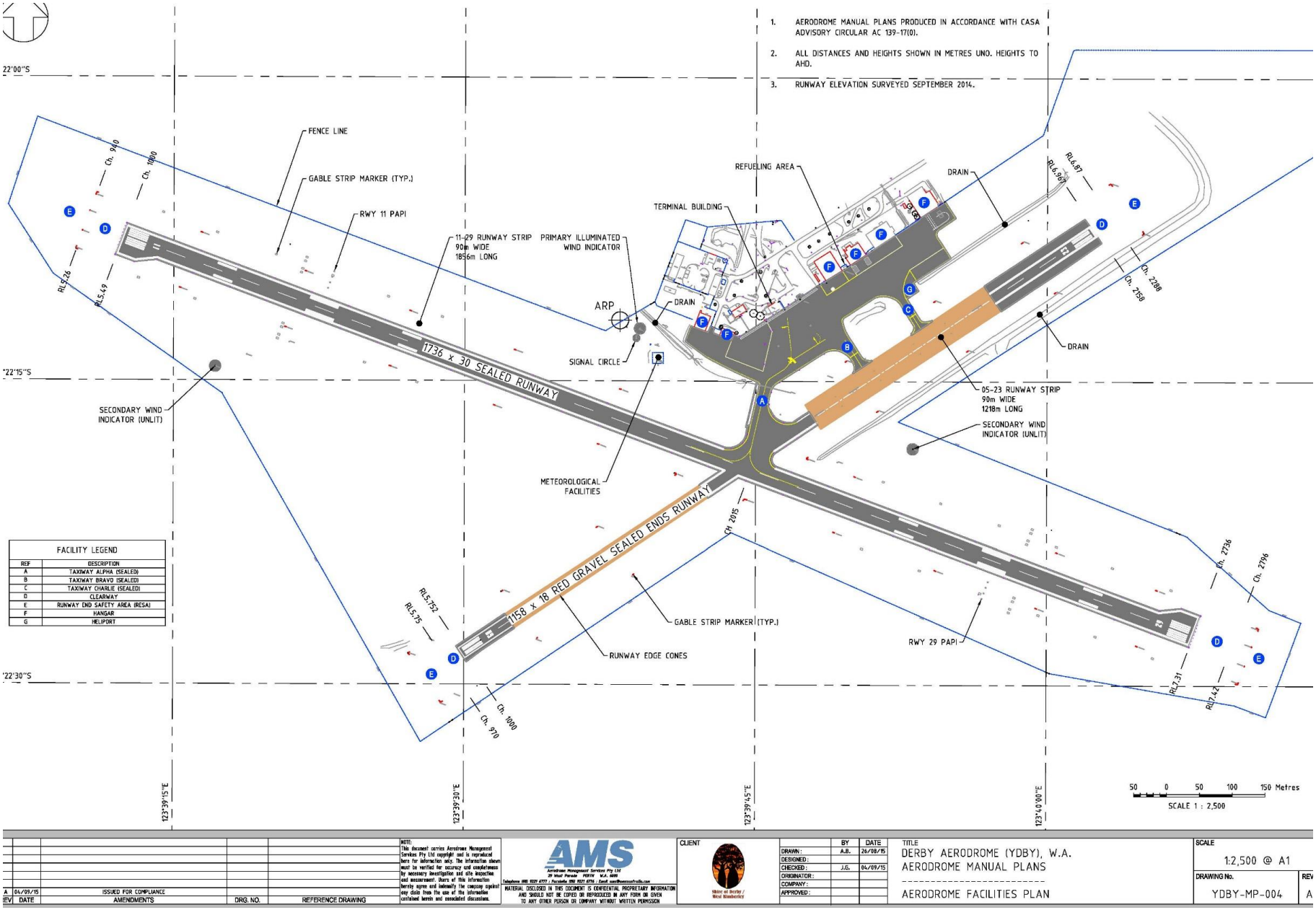
VISUAL AIDS	
Navaids	
Approach and Runway Lighting Systems (B) - see below	
Pilot Activated Lighting (PAL) - frequency	126.7
PAL - operation	PAL + AFRU requires three one-second pulses to activate
Standby power	SDBY PWR AVBL. Switchover time 15 sec.
Aerodrome beacon	N/A
Location	N/A
Characteristics	N/A
Hours of operation	N/A
Obstacle lighting for OLS infringements	N/A
Secondary power supply - description (if provided)	N/A
Secondary power - switch-over time	N/A
ARFFS - AVIATION RESCUE AND FIRE-FIGHTING SERVICES	
Category of any ARFFS provided by the aerodrome operator & based at the aeroc	N/A
GROUND SERVICES	
Fuel Suppliers	N/A
Fuel supplier name	Air BP
Contact details	2330-0730 UTC JO, AH JET A1 by prior arrangement only. Call-out fees apply. Phone 0456 051 998. H24 ABGAS BP carnet card bowser.
After hours contact details	by prior arrangement only
Credit Details	N/A
Fuel types	JET A1, AVGAS
Lubricating Oil	N/A
Miscellaneous Fluids	N/A
Aviation Breathing Oxygen	N/A
Power Units	N/A
Weather Information Broadcasts provided by the Aerodrome Operator	
Type of Weather Information Broadcasts	AWIS
Details of Weather Information Broadcasts	TAF CAT C, METAR/SPECI AWIS PH 08 6216 2610 - Report faults to AD OPR. AWIS FREQ 135.5 - Report faults to AD OPR.
Ground-to-Air Communication Systems	
Type of ground frequency	CTAF
If CTAF or CTAF/AFRU, list frequency	126.7
AFRU details	AFRU+PAL
UNICOM	N/A
CAGRS	N/A
ATS communications facilities - FIA	Brisbane Centre
FIA - frequency	122.1
FIA - availability	On ground
Other aviation-related services	
Passenger Facilities	N/A

RODROME OPERATIONAL PROCEDURES	
ndard taxi routes	N/A
ecial procedures	For special procedures which apply to the Horizontal Falls, see *ERSA GEN - SPECIAL PROCEDURES*
rface Movement Guidance	
tices	
Operating restrictions on manoeuvring area	N/A
Wildlife hazards	Bird and animal hazards exist. Inspections AVBL with 60MIN PN. Charges may apply.
Apron or parking restrictions	N/A
Activities within the circuit area hazardous to aviation	N/A
her aviation activities such as helicopter, ultralight, glider ops within the cuit area	N/A
w visibility procedures	
nway(s) with low-visibility procedures	N/A
uipment used for low-visibility procedures	N/A
fined meteorological conditions under which low-visibility procedures are tiated, used and terminated	N/A
ound markings used under low-visibility procedures	N/A
hting used under low-visibility procedures	N/A
THER	
fax code	6902
erating hours	H24
stacles	N/A
marks	N/A
ditional information	N/A

AND AERODROME MANUAL - V1	Runway, Taxiway, Parking stand, Navaid (1)	Runway, Taxiway, Parking stand, Navaid (2)	Runway, Taxiway, Parking stand, Navaid (3)	Runway, Taxiway, Parking stand, Navaid (4)
MOVEMENT AREA INFORMATION				
Runways				
Runway designator (dual)	05/23		11/29	
Aerodrome Reference Code Number	2		3	
Aerodrome Reference Code Letter	B		C	
OMGWS	OMGWS 4.5 m up to but not including 6 m		OMGWS 6 m up to but not including 9 m	
Runway bearing	56		111	
Runway length (metres)	1158		1736	
Runway length (multiples of 100 feet)	38		57	
Runway width	18		30	
Runway surface type(s)	Gravel		Bitumen seal	
Runway surface (code letter)	c		a	
Runway surface type - if natural surface type, state type	N/A		Bitumen seal	
Runway surface type description if non-homogeneous	Sealed ends & centre		N/A	
Runway slope - overall longitudional slope	0.1% down to SW		0.1% down to N	
Runway strip				
Runway strip length	1285		1886	
Runway strip width	90		90	
Runway strip - width of graded strip	90		90	
Runway strip surface type	Natural surface		Natural surface	
Runway strip availability	N/A		N/A	
Summary of Runway Information	05/23 054 38c		11/29 108 57a	
Pavement rating				
PCN			24	
Pavement Type for ACN-PCN determination			F - Flexible pavement	
Subgrade strength category			B - Medium	
Allowable tyre pressure - if limited to aircraft not greater than 5,700KG MTOW			N/A	
Max allowable tyre pressure - for aircraft greater than 5,700KG MTOW			Y1 - Low: Pressure limited to 1.15MPa	
Evaluation Method			T - Technical evaluation	
Summary of Pavement Information	5700/550 (80 PSI) Red gravel. Sealed 88M SW end; 186M NE end and 323M in centre		PCN 12 /F /A /1150 (167PSI)	
Runway designator (single)	05	23	11	29
Category of Instrument approach	Non-instrument	Non-instrument	Non-precision	Non-precision
Runway Threshold - coordinates of midpoint of runway threshold (latitud	172228.42S	172207.49S	172207.77S	172227.46S
Runway Threshold - coordinates of midpoint of runway threshold (longitu	1233929.88E	1234002.40E	1233912.42E	1234007.56E
Runway Threshold - elevation of midpoint of runway threshold (feet)	23	19	18	24
Arrestor system - location and description (if applicable)	N/A	N/A	N/A	N/A
Runway declared distances				
Runway designator (individual)	05	23	11	29
TORA	1158 (3799)	1158 (3799)	1736 (5695)	1736 (5695)
TODA	1218 (3996)	1218 (3996)	1826 (5991)	1796 (5892)
ASDA	1158 (3799)	1158 (3799)	1736 (5695)	1736 (5695)
LDA	1158 (3799)	1158 (3799)	1736 (5695)	1736 (5695)
RESA Length, measured from RWY End	N/A	N/A	90M	90M
RESA Width	N/A	N/A	60M	60M
TODA for intersection departure [if taxiway intersection departure available, list TODA from each relevant intersection. Special calculation	N/A	N/A	N/A	N/A

TODA 1.6%	944 (3097)	1186 (3891)	1362 (4468)	1778 (5833)
TODA 1.9%	1164 (3819)	1199 (3934)	1501 (4924)	1787 (5863)
TODA 2.2%	N/A	1208 (3693)	1600 (5249)	1793 (5882)
TODA 2.5%	N/A	1215 (3986)	1675 (5495)	N/A
TODA 3.3%	N/A	N/A	1805 (5922)	N/A
TODA 5%	N/A	N/A	N/A	N/A
bstacles				
unway end OLS code number	2	2	3	3
ritical obstacle	Tree	Fence	Tree	Fence
ritical obstacle gradient (Note: if a fence or levee bank is so close to a unway strip that the t-off gradient exceeds 5%, the t-off gradient may be eported on the next most critical obstacle within the t-off area provided note is added advising the fence or levee bank has not been taken into ccount in calculating TODA & STODA gradients & giving the location & eight of the fence or levee bank.)	1.98%	2.60%	3.47%	2.42%
ences or Levee Banks	N/A	N/A	Fence at runway strip end not taken into account when calculating TODA & STODA gradients	N/A
ocation	N/A	N/A	N/A	N/A
eight	N/A	N/A	N/A	N/A
bstacle-free zone (OFZ) (if applicable)	N/A	N/A	N/A	N/A
recision approach terrain chart	N/A	N/A	N/A	N/A
erodrome terrain and Obstacle chart - ICAO (Electronic)	N/A	N/A	N/A	N/A
axiways				
esignator - main taxiway	A	B	C	D
esignator - short feeder taxiway	N/A	N/A	N/A	N/A
RC (aerodrome reference code) letter	C	B	B	C
MGWS	OMGWS 6 m up to but not including 9 m	OMGWS up to but not including 4.5 m	OMGWS up to but not including 4.5 m	OMGWS 6 m up to but not including 9 m
axiway width	22	15	11	22
axiway surface	Bitumen seal	Bitumen seal	Bitumen seal	Bitumen seal
natural surface, state type	N/A	N/A	N/A	N/A
only the central portion of the taxiway is sealed, this must be reported.	N/A	N/A	N/A	N/A
ummary				
prons				
urface type of apron	Bitumen seal	Bitumen seal		
pron designator	Domestic	Domestic		
pron type	NORMAL	NORMAL		
arking position or stand - designation	Bay 1	Bay 2		
ype pf parking system	N/A	N/A		
arking position or stand - latitude	TBA	TBA		
arking position or stand - longitude	TBA	TBA		
arking position or stand - elevation	TBA	TBA		
estrictive use description	Refer Apron Plan	Refer Apron Plan		
pron diagram	Refer to AMS Engineering	Refer to AMS Engineering		
etails of any parking guidance provided				
VDGS or A-VDGS provided, the type of system	N/A	N/A		
pilot stop line provided in lieu of VDGS or A-VDGS	Pilot	Pilot		
a marshaller is provided in lieu of VDGS or A-VDGS	N/A	N/A		

VISUAL AIDS				
Approach and Runway Lighting Systems (A)				
Approach lighting system (ALS)				
Type	N/A	N/A	N/A	N/A
Length	N/A	N/A	N/A	N/A
Intensity	N/A	N/A	N/A	N/A
Runway threshold lights - colour	N/A	N/A	GREEN	GREEN
Runway threshold lights - wing bars	N/A	N/A	N/A	N/A
Visual approach slope indicator system	N/A	N/A	PAPI	PAPI
Notes	N/A	N/A	N/A	N/A
Cross Height	N/A	N/A	51FT	51FT
Runway touchdown zone lighting - length	N/A	N/A	N/A	N/A
Runway centreline lights				
Length	N/A		N/A	
Longitudional spacing	N/A		N/A	
Colour	N/A		N/A	
Intensity	N/A		N/A	
Runway edge lights				
Length	N/A		1736	
Longitudional spacing	N/A		90	
Colour	N/A		White	
Intensity	N/A		LIRL	
Runway end lights and wing bars - colour				
Runway end lights - colour	N/A		Red	
Runway end wing bars - colour	N/A		N/A	
Stopway lights				
Length	N/A		N/A	
Colour	N/A		N/A	
Other runway lights				
Starter extension lighting	N/A		N/A	
RTIL (Runway Threshold Identification Lights)	N/A		N/A	
Taxiway lights				
Designator of lit taxiway	A			
Taxiway lights - colour	Blue			
Taxiway lights - description	Edge			
Taxiway holding position lighting	Yellow, edge			
Taxiway stop bars	N/A			
Apron lighting				
Lighting systems for aprons	Flood lighting			
Any other movement area lighting systems	N/A			
NAVIGATION AIDS PROVIDED BY THE AERODROME OPERATOR				
Navaid type	NDB			
Identifier	DBY			
Operating frequency	3632			
Latitude	172124.6S			
Longitude	1234001.1E			
Range (day)	50			
Range (night)	50			
Other information	200/1.0 to ARP			


1. AERODROME MANUAL PLANS PRODUCED IN ACCORDANCE WITH CASA ADVISORY CIRCULAR AC 139-17(0).
2. ALL DISTANCES AND HEIGHTS SHOWN IN METRES UNO. HEIGHTS TO AHD.
3. RUNWAY ELEVATION SURVEYED SEPTEMBER 2014.
22°00"S
22°15"S
22°30"S
123°39'15"E
123°39'30"E
123°39'45"E
123°40'00"E
FENCE LINE
GABLE STRIP MARKER (TYP.)
RWY 11 PAPI
11-29 RUNWAY STRIP 90m WIDE 1856m LONG
PRIMARY ILLUMINATED WIND INDICATOR
ARP
SIGNAL CIRCLE
1736 x 30 SEALED RUNWAY
SECONDARY WIND INDICATOR (UNLIT)
METEOROLOGICAL FACILITIES
1158 x 18 RED GRAVEL SEALED ENDS RUNWAY
RUNWAY EDGE CONES
GABLE STRIP MARKER (TYP.)
RWY 29 PAPI
TERMINAL BUILDING
REFUELING AREA
DRAIN
05-23 RUNWAY STRIP 90m WIDE 1218m LONG
SECONDARY WIND INDICATOR (UNLIT)
Ch. 940
Ch. 1000
Ch. 970
Ch. 2015
Ch. 2288
Ch. 2258
Ch. 2736
Ch. 2796
RL5.26
RL5.49
RL5.752
RL5.75
RL6.87
RL6.969
RL7.31
RL7.42
FACILITY LEGEND
REF DESCRIPTION
A TAXIWAY ALPHA (SEALED)
B TAXIWAY BRAVO (SEALED)
C TAXIWAY CHARLIE (SEALED)
D CLEARWAY
E RUNWAY END SAFETY AREA (RESA)
F HANGAR
G HELIPORT
50 0 50 100 150 Metres
SCALE 1 : 2,500
A 04/09/15 ISSUED FOR COMPLIANCE
REV DATE AMENDMENTS DRG. NO. REFERENCE DRAWING
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CLIENT
Shire of Derby / West Kimberley
BY DATE
DRAWN: A.B. 26/08/15
DESIGNED:
CHECKED: J.G. 04/09/15
ORIGINATOR:
COMPANY:
APPROVED:
TITLE
DERBY AERODROME (YDBY), W.A.
AERODROME MANUAL PLANS
AERODROME FACILITIES PLAN
SCALE
1:2,500 @ A1
DRAWING No.
YDBY-MP-004
REV
A

Derby Aerodrome

Serviceability Inspection Checklist

Aerodrome inspections are to be completed by an authorised Derby Aerodrome Reporting Officer in accordance with the Aerodrome Manual Aerodrome Serviceability Inspections – Timings. Completed forms are to be filed and retained, as per Aerodrome Manual requirements.

Airstrip:	**Derby Aerodrome**		
Inspection Date:		**Inspection Time:**	
Inspection Completed By:		**Signature:**	

Tick – Complete the checklist below. Tick the most appropriate response to each item.
Make Notes – If you identify a serviceability issue – Elaborate on the problem in the notes area on the next page.

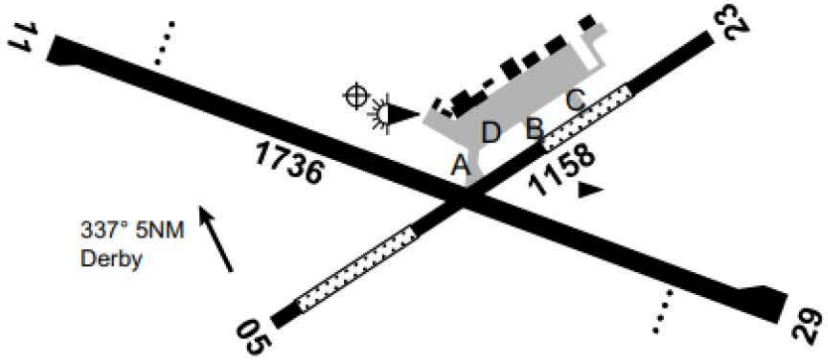
Derby CTAF 126.7 MHz			**Taxiways**	**OK**	**Fault**
Runway 11/ 29	**OK**	**Fault**	Surface Defects		
Smoothness			Debris & Loose Material		
Pavement Condition			Markings		
Centreline Marking / Touchdown Zone / Aiming Point			Smoothness		
Threshold Markings / Designator			**OLS**	**OK**	**Fault**
Foreign Objects / Loose Stone / Cleanliness			Takeoff & Climb 11/29		
Side Stripe and Shoulder Condition			Takeoff & Climb 05/23		
Runway 05/23	**OK**	**Fault**	Approach 11/29		
Surface Defects			Approach 05/23		
Smoothness/Roughness/Soft/Wet Surface			Transitional		
Standing Water & Drainage			Inner Horizontal & Conical		
Markings (Colour & Alignment)			**Apron**	**OK**	**Fault**
Debris & Loose Material			Surface Defects		
Threshold Markings / Designator			Debris & Loose Material		
Runway Strip	**OK**	**Fault**	Smoothness		
Smoothness			Aircraft Parking		
Surface Condition			Aircraft Secure		
Vegetation			Surface Markings		
Clearway			Cleanliness e.g. Fuel Spills		
Drainage			**MISC**	**OK**	**Fault**
Gable Markers / Large Cones			AFRU / PAL / AWIS		
Lighting	**OK**	**Fault**	Wildlife		
Illuminated Wind Direction Indicator			Primary Wind Indicators/Signal Circle		
Runway Edge Lighting			Secondary Wind Indicators		
Holding Point Lighting			Equipment Storage		
PAPI – Runway 11 – At Full Intensity			Aircraft Parking		
PAPI – Runway 29 – At Full Intensity			Perimeter Fencing and Access Gates		
Taxiway Lighting			Aerodrome Works – Compliant?		
Apron Lighting			NOTAMS Checked?		

Weather Conditions ✓ (AWIS Freq, 135.5)											
Rain		Showers		Sun		Hail		Clouds			
QNH			Temperature			Dew Point					
Comment											

Shire of Derby/West Kimberley Last updated 18/06/2024

Derby Aerodrome

Serviceability Inspection Checklist

Derby Aerodrome Diagram
Instructions Tick – Complete the checklist above. Tick the most appropriate response to each item. Make Notes – If you identify a serviceability issue – Elaborate on the problem in the notes area.


Corrective action required? Details: Note if a NOTAM, Maintenance Request, Log Entry or Hazard Report is completed		
Item	Description	Action/Report/Monitoring
1		
2		
3		
4		
5		
6		
7		

Shire of Derby/West Kimberley Last updated 18/06/2024

Aerodrome Weekly Inspection Checklist

Derby Aerodrome Lighting, Generator and Navigation/Meteorological Facilities Inspection

WEEKLY INSPECTION BY AERODROME REPORTING OFFICERS – TO BE DONE AT NIGHT

Name (printed):.....

Date: .....

	Item	Remarks and work carried out
1	Apron and floodlights – check operation	
2	Activate PAL and check the 10-minute flashing signal	
3	Runway and Taxiway Lights Operation: –Check all working	
4	Lamps: Inspect and replace if burnt out or blackened. Check uniform intensity	
5	Lenses: Check and clean. Replace if damaged or sand-blasted. Check colour definition of lenses	
6	Manually Activate and Deactivate system: Check mains power is working	
7	General condition of windsock lighting, uniform intensity.	
8	Generator start-up and general checks:	
9	Navigational Aids & MET Facility free from vegetation overgrowth and parked vehicles, MET facility	

ADDITIONAL REMARKS (if any)

.....

.....

.....

Signed:.....

All maintenance requirements to be brought to the attention of the Aerodrome Manager

Aerodrome 3-Monthly Inspection Checklist

Work to be carried out by the REPORTING OFFICER 3-MONTHLY

☑ **Means no action required**

☒ **Means action required**

• *If a section is left blank then that item was not checked*

Item		Item	
PAPI		**Runway/Taxiway**	
Inspect units for external damage		Clean & adjust fittings as required	
Remove loose material, long grass from in-front of light units		Check units for deterioration as required	
Clean front glassware (gentle)		Check & clean glassware as required	
Check inside each unit & clean		Remove Windsocks, wash & rotate	
Check & clean red filter		**E-Flares**	
Ensure to be gentle and delicate when conducting PAPI clean to not break or move the angles or components		Check all serviceable and replace batteries as required	
PAPI Box Angle Adjustment Rwy 03		**PAPI Box Angle Adjustment Rwy 21**	
Box A - Angle of Elevation – 2°30'		Box A - Angle of Elevation – 2°30'	
Box B - Angle of Elevation – 2°50'		Box B - Angle of Elevation – 2°50'	
Box C - Angle of Elevation – 3°10'		Box C - Angle of Elevation – 3°10'	
Box D - Angle of Elevation – 3°30'		Box D - Angle of Elevation – 3°30'	
Comments			

Reporting Officer	Date	Time

FOLLOW UP WORK: .....
.....
.....
.....

Signed: ..... Date:.....

Maintenance requirements to be brought to the attention of the Aerodrome Manager

Aerodrome 12-Monthly Lighting Inspection

Derby Aerodrome Lighting / Generator

TWELVE-MONTHLY INSPECTIONS BY ELECTRICAN

Name (printed):.....

Company: .....

Date: .....

	Item	Remarks and work carried out
1	Open circuit protectors – test for correct operation	
2	Control switchboard and control panel – observe operation of contactors, observe for pitting and burning. Lubricate bearings sparingly.	
3	Control switchboard relays – check condition	
4	Control switchboard – check operation of indicators	
5	Terminations – check connections	
6	Illuminated wind indicator – measure insulation resistance of fittings and cable	
7	Illuminated wind indicator – observe condition of terminations and wiring.	
8	Runway lights – check insulation for deterioration	
9	Runway lights – check terminations and wiring	
	Runway Lights – Check and clean lights fittings with soft brush & compressed air	
10	Underground cables – Measure insulation resistance of circuit, including transformer and/or light fittings. Note: If insulation resistance is less than 1 mega ohm, check monthly	
11	Apron lighting – examine and clean glassware and reflectors. Clean fittings	
12	Apron lighting – Observe conditions of terminations and wiring	
13	Apron lighting – Inspect and test control equipment	
14	Apron lighting – General check of condition and paintwork	
15	Illuminated wind indicator – Inspect lamps and replace if blackened and if in continuous nightly operation	

Shire of Derby / West Kimberley

WILDLIFE HAZARD REGISTER

WILDLIFE RECORD
Date: ..... Flight:..... [ ] Inbound [ ] Outbound [ ] Serviceability Wildlife Details:..... Location:..... Action taken: ..... ARO Name: .....
Date: ..... Flight:..... [ ] Inbound [ ] Outbound [ ] Serviceability Wildlife Details:..... Location:..... Action taken: ..... ARO Name: .....
Date: ..... Flight:..... [ ] Inbound [ ] Outbound [ ] Serviceability Wildlife Details:..... Location:..... Action taken: ..... ARO Name: .....
Date: ..... Flight:..... [ ] Inbound [ ] Outbound [ ] Serviceability Wildlife Details:..... Location:..... Action taken: ..... ARO Name: .....
Date: ..... Flight:..... [ ] Inbound [ ] Outbound [ ] Serviceability Wildlife Details:..... Location:..... Action taken: ..... ARO Name: .....
Date: ..... Flight:..... [ ] Inbound [ ] Outbound [ ] Serviceability Wildlife Details:..... Location:..... Action taken: ..... ARO Name: .....

Issue Date: June 2024 Version: 2

Airside Driver Rules & Declaration

Airside drivers shall comply with the below airside driving rules, which are defined in the aerodrome induction and completed prior to commencing work at the aerodrome;

- No unauthorised vehicles are permitted airside
- Ground vehicles are to give priority to aircraft
- Speed limits of vehicles on the movement area are 10 km/hr within 15m of an aircraft & 25 km/hr elsewhere (except for the purposes of conducting serviceability checks)
- Vehicles are not to be driven under an aircraft or within 3 metres of any part of an aircraft except when required for the servicing of aircraft
- Vehicles are to be kept at least 10 metres clear of any aircraft operating either red rotating beacons or strobe lights as this indicated that the aircraft engines are running or about to be started, the aircraft is or about to be under tow, or the aircraft is, or about to be, taxiing
- Immediate action is to be taken to remove any unauthorised vehicles operating airside – in the event that a driver is found to be unco-operative, the police are to be contacted and an incident report is to be completed
- If an unauthorised vehicle is required to be operated airside on the manoeuvring area (runways and taxiways), an escort will be provided by authorised aerodrome staff
- The Aerodrome Manager/Aerodrome Reporting Officer reserves the right to withdraw the authority for any vehicle to operate on the airside if it has been seen to be disruptive or hazardous
- Vehicles and ground equipment operated on the airside areas are to be in a roadworthy condition and maintained in a sound mechanical condition to prevent avoidable breakdowns, spillage of fuels, lubricants and hydraulic oils. The Aerodrome Manager/Aerodrome Reporting Officer reserves the right to inspect vehicles operating within airside areas to ensure their compliance with the above requirements, and to prohibit operations airside in cases of non-compliance.
- Vehicles operating on the manoeuvring area must display an approved rotating amber light (fitted to the highest part of the vehicle) or use vehicle 'hazard lighting'. In conditions of poor visibility or at night must display dipped headlights and tail lights as for normal night driving.
- Certain CASA officers have access to airside under CASR 139.025 & CAR 305 (a). The Aerodrome Manager/ Aerodrome Reporting Officer reserves the right to ask the officer for identification.

I have read and understand the above airside driving rules.

NAME		**COMPANY**	
SIGN		**DATE**	

16	Illuminated wind indicator – Inspect lamp holder and clean shade.	
17	**Back Up Generator**	
	Record battery charger volts	
	Record battery charger amps	
	Record generator RPM off load	
	Record generator RPM on load	
	Record generator volts off load	
	Record generator volts on load	
	Record generator frequency off load	
	Record generator frequency on load	

ADDITIONAL REMARKS (if any)

.....

.....

.....

.....

.....

.....

Signed:.....

All maintenance requirements

to be brought to the attention of the Aerodrome Manager

AIRSIDE DRIVING QUESTIONNAIRE

Pass Mark Required: 100%

1. Are unauthorised vehicles permitted airside?

    a. YES
    b. NO

2. Whilst driving on the sealed pavement surface I should… (circle correct answers)

    a. Take the shortest route possible between parked aircraft
    b. Always take turns as slow as possible
    c. Avoid any sharp braking or excessive acceleration
    d. Always try to drive faster than the aircraft where possible
    e. Always be vigilant of aircraft that may be operating on the apron

3. Who has right of way?

    a. Airport Manager's Light Vehicle
    b. Taylor Dunn Tug
    c. Fuel Truck
    d. Aircraft
    e. Driveable Conveyor

4. What is the speed limit whilst driving within 15 metres of an Aircraft?

    a. 15Km/h
    b. 5Km/h
    c. 20Km/h
    d. 10Km/h

5. Driving speed limit elsewhere on the movement area is restricted to…

    a. 40Km/h
    b. 35Km/h
    c. 25Km/h
    d. 20Km/h

6. Are you allowed to drive under a wing or the fuselage of any aircraft?

    a. YES
    b. NO

7. You should not drive within ____ of any aircraft unless required to do so for servicing it and you should remain at least ____ clear of any aircraft with its anti-collision beacon(s) operating?

    a. 3 metres & 10 metres
    b. 2 metres & 5 metres
    c. 2 metres & 10 metres
    d. 3 metres & 15 metres

8. Vehicles that are to be operated on Movement Areas must:

    a. display dipped headlights at night or in periods of poor visibility.
    b. be roadworthy and in sound mechanical condition to prevent avoidable breakdowns and spillage of fuels, oils, lubricants, and hydraulic fluids.
    c. have an operating amber/orange/yellow flashing or rotating beacon.
    d. All the above.

9. The Aerodrome Manager has the right to withdraw any person's driving authority due to disruptive/hazardous behaviour or failure to comply with airside safety rules or instructions.

    a. TRUE
    b. FALSE

INDUCTEE:

NAME: _____ COMPANY: _____

SIGNATURE: _____ DATE: _____

DRIVERS LICENCE NUMBER: _____ D/L EXPIRY: _____

Office use only:

AERODROME MANAGER / REPORTING OFFICER

NAME: _____ ROLE: _____

SIGNATURE: _____ DATE: _____

PASS/FAIL

AERODROME EMERGENCY PREPAREDNESS PLAN

Shire of Derby/West Kimberley

Derby Aerodrome

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1 Introduction

(Part 139 MOS – Chapter 24, 11.12(1)(a)(viii)(ix))

This Aerodrome Emergency Preparedness Plan (AEPP) meets the requirements of section 24.03 of the Part 139 MOS and has been developed for local or full emergency response to an aviation related incident at or in the vicinity of the Derby Aerodrome. Derby has a Local Emergency Management Committee (LEMC) who will also be responsible for reviewing the AEPP.

2 Emergency Contacts List

AC 139.c-18 v1.0 7.2.4 – It is important the emergency response arrangements provide clear guidance for contacting and alerting responders. As contact personnel and telephone numbers can change with regularity, these should be checked and confirmed on a regular basis.

AC 139.c-18 v1.0 7.3.1.2 – Communication and coordination are critical in an emergency. A complete and current list of interagency telephone numbers should be available to ensure rapid notification. The contact list should always be accessible to all participants who have a role of responsibility in the emergency response arrangements.

External Agency	Initial	Alternative/ Email/ Fax
Police	000	
Fire and Rescue	000	
Ambulance	000	
Derby Hospital	08 9193 3333	
Department of Communities	000	
NOTAM Office	02 6268 5063	nof@airservicesaustralia.com
CASA	131 757	aerodromes@casa.gov.au
ATSB	1800 011 034	atsbinfo@atsb.gov.au
RFDS	1800 625 800	westops@rfdswa.gov.au
Rescue Coordination Centre	1800 815 257	
Aviation Consultant	08 9221 6777	admin@amsaustralia.com
Bureau Of Meteorology	08 6216 2635	

Internal Contacts	Roles	Phone 24/7	E-mail Address
Amanda Dexter *Chief Executive Officer* *Shire of Derby / West Kimberley*	Accountable Manager	08 9191 0999	ceo@sdwk.wa.gov.au
Wayne Neate *Chief Executive Officer* *Shire of Derby / West Kimberley*	Aerodrome Manager & AIP Responsible Person	0418 922 415	Wayne.Neate@sdwk.wa.gov.au
Andrew Melville *Ports Manager* *Shire of Derby / West Kimberley*	Aerodrome Reporting Officer/Works Safety Officer	0427 272 007	Andrew.Melville@sdwk.wa.gov.au
Bonnie Sinclair **Chris Hammer** **David Ridley** **Matthew Chilcott**	Aerodrome Reporting Officers/Works Safety Officers	ARO Mobile/AH PH: 0408 011 433	
Kevin Thomas *Shire of Derby / West Kimberley*	ATI Inspector (AMS)	08 9221 6777	kevin@amsaustralia.com

The emergency contact list is checked for accuracy at least annually by the Aerodrome Manager.

3 Aerodrome Personnel Emergency Response Procedure Cards

3.1 Aerodrome Based Emergency Responders

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

3.2 Aerodrome Reporting Officer/ Aerodrome Manager

3.2.1 Emergency Response Notification Procedure

Part 139 MOS – 11.12(1)(a)(iv); 24.03(2)(b) – Notification procedures for the emergency responders.

Emergency Notification Procedure (Aircraft Emergency)		
1.	**Call 000** Provide details of: • Aircraft operator and type • Aircraft registration • Number of persons on board (if known) • Dangerous cargo/ hazardous material details (if any) • Amount of fuel onboard (if known) • Exact location of incident (including location details and map references etc) • Estimated Time of Aircraft arrival (if applicable) • Nature of the emergency/ incident.	
2.	Assign/ delegate roles to available aerodrome personnel, i.e.: • Gate sentry • Scribe • Communications person (telephone calls / radio).	
3.	Depending on the nature of emergency – broadcast notification on Common Traffic Advisory Frequency (CTAF). **CTAF Frequency 126.7**	
4.	Contact the NOTAM Office if aerodrome closure is required. **08 6268 5063**. **You will need to provide them your NAIPS username!**	
5.	Notify the Air Service Operator/ Airline.	
6.	Notify the Aerodrome Operator.	
7.	Notify the Royal Flying Doctors Service. **1800 625 800**.	
8.	Notify the Civil Aviation Safety Authority (CASA). **131 757**.	
9.	Notify the Australian Transport Safety Bureau (ATSB). **1800 011 034.**	

3.2.2 Setting up of Aerodrome Emergency facilities including Communications Systems (if available) Procedure

Part 139 MOS 24.03 (2)(e) – Procedures for the setting up of aerodrome emergency facilities including communications systems (if available).

Setting up Aerodrome Emergency Facilities		
1.	Evacuate area as required.	
2.	Direct personnel to assembly area/safety	
3.	If applicable, shut-off fuel facility if safe to do so.	
4.	Select radio/s to local emergency channel (if available).	
5.	Don tabard/ high visibility vests (if available).	
6.	Unlock and prepare any passenger/ flight crew reception/ triage areas	
7.	Gain access to local First Aid equipment	
8.	Prepare hand-held radios for emergency response personnel arrival (if stored at the aerodrome).	
9.	Prepare aerodrome maps to be distributed to arriving emergency response personnel.	
10.	Prepare Forward Command Post facility(ARO Vehicle)for mobilisation.	

3.2.3 Aerodrome Access Locations and Emergency Assembly Areas Procedures

Part 139 MOS 24.03 (2)(c) – Aerodrome access locations and access procedures.

*Part 139 MOS 24.03 (2)(d) – Procedures for the escorting of external vehicles and personnel (**if applicable**);*

Part 139 MOS 24.04 (2)(c) – If escorts for external vehicles are not provided by the aerodrome operator — details of any aerodrome hazards that are present.

Part 139 MOS 24.06 (1)(b) – An aerodrome to which section 24.02 does not apply (no Aerodrome Emergency Plan in place) must have procedures for emergency preparedness which ensure that local emergency responders are made aware of any hazardous storage facilities at the aerodrome, including fuel.

Preparing Aerodrome Access and Emergency Assembly Area		
1.	Prepare Supplies including: • Aerodrome access log sheet on clipboard (record vehicles and personnel entering/ exiting the airside area) • Pens, pencils • Handheld radios (if available) • Hi – visibility vest/ tabard • Hat • Water • Shade facility • Sunscreen • Aerodrome map printouts (to be handed to arriving emergency response personnel).	
2.	Obtain passenger manifest details if provided and approved by the Air Service Operator to do so. This can be provided to emergency response agency personnel to account for passengers.	
3.	Ensure that the primary and secondary access gates are unobstructed/ unlocked and ready for use (if safe to utilise) **See Aerodrome Information Plan, Section 4**	
4.	Establish the emergency assembly area ready for use (if safe to utilise).	
5.	Appoint an appropriate person (for example ARO, Shire member, available pilot) to manage the emergency assembly area and access point.	
6.	Restrict airside access to approved personnel only i.e., emergency response agency personnel, aerodrome personnel.	
7.	Provide an escort to external vehicles that require airside access – i.e., external emergency response agency vehicles. (If applicable).	
8.	If escorts for external vehicles are not provided by the aerodrome operator provide details of any aerodrome hazards that are present to personnel entering the airside area. Note: Hazard information might include, for example: • Drainage infrastructure • Open excavations • Critical or sensitive areas for navigation and communication equipment • Obscured foundations or footings • Hazardous materials/ storage areas. Laying cones may assist in marking a path for unescorted emergency responders to the incident site.	

Preparing Aerodrome Access and Emergency Assembly Area		
9.	Set up Forward Command Post if located at the staging or emergency assembly area. The Forward Command Post is identified by: • ARO vehicle with flashing/ rotating beacons • Rescue equipment trailer signposted as Forward Command Post • Forward Command Post signposted location.	
10.	If a Forward Command Post is established airside and is identified by a flashing light/ rotating beacon request that other vehicles entering airside extinguish their lights/ beacons to not cause confusion. (Only if deemed required).	

3.2.4 Airside Emergency Response Procedure

*Part 139 MOS 24.03 (2)(f) – The aerodrome must have emergency response arrangements containing airside emergency response procedures to be followed by aerodrome personnel (**if applicable**).*

Airside Emergency Response Procedures		
1.	Proceed to incident location or staging point – assume role of Incident Controller/ On Scene Commander (if applicable).	
2.	Conduct site recognisance.	
3.	Maintain a chronological log of all events and observations. **This information will be valuable when conducting a debrief and may be pertinent in an investigation.**	
4.	Report observations to Incident Controller/ Emergency Response Agencies.	
5.	Establish a Forward Command Post • 100m upwind from incident scene or as required. • Ensure Forward Command Post is adequately identified by flashing lights/ beacons/ vehicle/ infrastructure or other means. The Forward Command Post facility can contain the following: • Aerodrome Emergency Preparedness Plan • Response Procedure Cards • Aerodrome Maps • Cones, unserviceability markers • Stretchers • Gazebos • Handheld radios/ satellite phone • First Aid kits • Drinking water • Sunscreen • Whiteboards • Pens/ pencils/ paper.	
6.	Establish local incident scene communications on local emergency channel (if available).	
7.	Marshal/ direct passengers to a safe area upwind from the incident location.	
8.	Establish direct communications with the Incident Controller/ emergency response agency personnel.	
9.	Provide Incident Controller/ On Scene Commander (Police/ Emergency Services Officer/ Emergency Response Team Captain) with a detailed hand over/ brief upon their arrival at the incident site.	
10.	Modify or extinguish aircraft visual aids if required, i.e., disable PAL– also applicable if closing the aerodrome during times of night/ low-visibility.	
11.	As the aerodrome subject matter expert, if required, remain at the Forward Command Post to provide any support to the Incident Controller/ On Scene Commander.	
12.	The Incident Controller will be responsible for updating and standing down of all personnel involved.	

3.2.5 Preservation of Movement Area Procedure

Part 139 MOS 24.03 (2)(g) – The aerodrome must have emergency response arrangements containing procedures for preservation of movement area integrity during an emergency.

Preservation of Movement Area Procedures		
1.	If required, consider closing the aerodrome immediately. Contact the NOTAM Office if aerodrome closure is required. **02 6268 5063**. **You will need to provide them your NAIPS username!**	
2.	Maintain a visual and listening watch on the Common Traffic Advisory Frequency (CTAF) for any potential inbound aircraft. **126.7MHz**	
3.	Ensure incident scene is secured to prevent unauthorised access.	
4.	Ensure that any aerodrome unserviceability is suitably marked and reported in accordance with applicable regulation, i.e.: • Place a cross in the signal circle to indicate aerodrome closure (if required and available) • Indicate unserviceable aircraft movement/ manoeuvring areas with red and white unserviceability cones.	
5.	Prior to re-opening the aerodrome/ movement area confirm the following: • Is the movement area safe and secure? • Will aircraft operations pose a safety risk to the incident scene and the general public? • Has a serviceability inspection been conducted to ensure that that there is no risk to aircraft safety?	

3.2.6 Return Aerodrome to Operational Status Procedure

Part 139 MOS 24.03 (2)(f) – The aerodrome must have emergency response arrangements containing procedures to return the aerodrome to operational status after an emergency.

Return Aerodrome to Operational Status Procedures		
1.	Liaise with the Incident Controller (i.e., Police) to confirm if the aerodrome can be utilised for aircraft operations.	
2.	Consult the ATSB as they may, pending the type of emergency, conduct a formal investigation. The ATSB may require the preservation of evidence which may affect the return of part, or all the aerodrome, to service. **1800 011 034.**	
3.	Conduct an aerodrome serviceability inspection to ensure that the aerodrome is free from hazards that may cause damage to other aircraft.	
4.	Ensure that areas which remain closed are suitably marked and lit to distinguish their unserviceability, i.e.: • Unserviceability markers • Displaced threshold equipment, i.e., V-bars.	
5.	Conduct Obstacle Limitation Surface (OLS) assessment to ensure that any emergency response equipment does not infringe the aerodrome airspace.	
6.	If applicable, consult with relevant communication, navigation and surveillance equipment providers regarding the serviceability of any CNS or meteorological equipment. **See contact list**	
7.	Consult the Incident Controller, Emergency/ Incident Management Team and Aerodrome Operator prior to reopening the aerodrome/ or parts thereof under restricted conditions.	
8.	Notify CASA of intention to reopen the aerodrome/ or parts thereof under restricted conditions.	
9.	Contact the NOTAM office and provide an update on aerodrome information. If the aerodrome has been reopened: • Details of any restricted conditions, i.e.: ○ Displaced thresholds details ○ Restricted operations ○ Aerodrome lighting availability ○ Identified and assessed obstacles (**obstacles to be assessed by CASA**) ○ Navaid/ MET implications ○ Fuel availability (if applicable).	
10.	Notify relevant stakeholders of aerodrome availability status, i.e.: Air Operators, RFDS.	
11.	Attend any incident event related debriefings.	

3.3 Response to a local standby event

(Part 139 MOS – 11.12(1)(a)(viii))

Local Standby is the condition declared by ATC Melbourne Centre or Pilot in Command when an aircraft approaching the aerodrome is known or suspected to have developed some kind of defect. This would not normally cause any serious difficulty in effecting a safe landing and therefore does not require a response by off aerodrome agencies. In the event that ATC Melbourne Flight Centre cannot contact Derby Aerodrome, then the Pilot in Command will declare a PAN, PAN, PAN call.

Local Standby	
Activation	Air Services Australia – ATC, Pilot-in-Command (**PAN Call**)
First Response	Aerodrome Manager/Aerodrome Reporting Officer (ARO)
Support Agency	WA Police/Health/Fire (if required)
Incident Controller	Aerodrome Manager
Staging Area	Aerodrome Carpark
Support Plans/Other Plans	If the aircraft crashes on landing, Full emergency will be activated immediately. Agency specific local standby plans will apply.
Stand Down	Aerodrome Manager

3.4 Initial Response to a Full Emergency

An aircraft approaching the aerodrome is known or is suspected to be in such trouble that there is danger of an accident or an incident has occurred at the aerodrome.

Full emergency may involve various scenarios such as disabled aircraft, multiple casualties, crash on the airfield, fire on the airfield and the full response by emergency responders.

A description of the circumstances shall be passed to the appropriate authority during initial notification and the number of persons involved shall be passed on as soon as it is known. The disaster area, if applicable, shall be ascertained and made known.

Where there is sufficient time to determine the amount and extent of rescue facilities required, arrangements for their positioning at an appropriate staging point shall be made before the event. This is particularly relevant to the full emergency.

The initial 'Incident Controller' – (Aerodrome Manager/ARO) may escalate the level of emergency at any time and the Accountable Manager shall be notified appropriately.

Once activated, WA Police assumes control of the event from the Aerodrome Manager/ARO (as soon as possible).

A full emergency is declared when activation of more than just aerodrome-based responding agencies is required.

Full Emergency	
Activation	Pilot in Command declares a "**MAYDAY**" or "**EMERGENCY**" or ATC will immediately advise the Aerodrome Manager
First Response	Aerodrome Manager/ARO/Ground Handler
Combat Agency	WA Police/Health/Fire
Support Agency	Airline
Incident Controller	Aerodrome Manager/ WA Police
Staging Area	Aerodrome Carpark
Stand Down	WA Police – Incident Controller

3.5 Emergency Service Organisations

(Part 139 MOS – 11.12(1)(a)(ii))

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

Emergency service organisation	Role description
Police	The Police are the authority in the event of an incident or accident on the aerodrome and assume the role of the Incident Controller.
Fire and Rescue	Provides onsite emergency firefighting response and rescue.
Ambulance	Provides medical triage, treatment and care to casualties.

4 Aerodrome Location Details

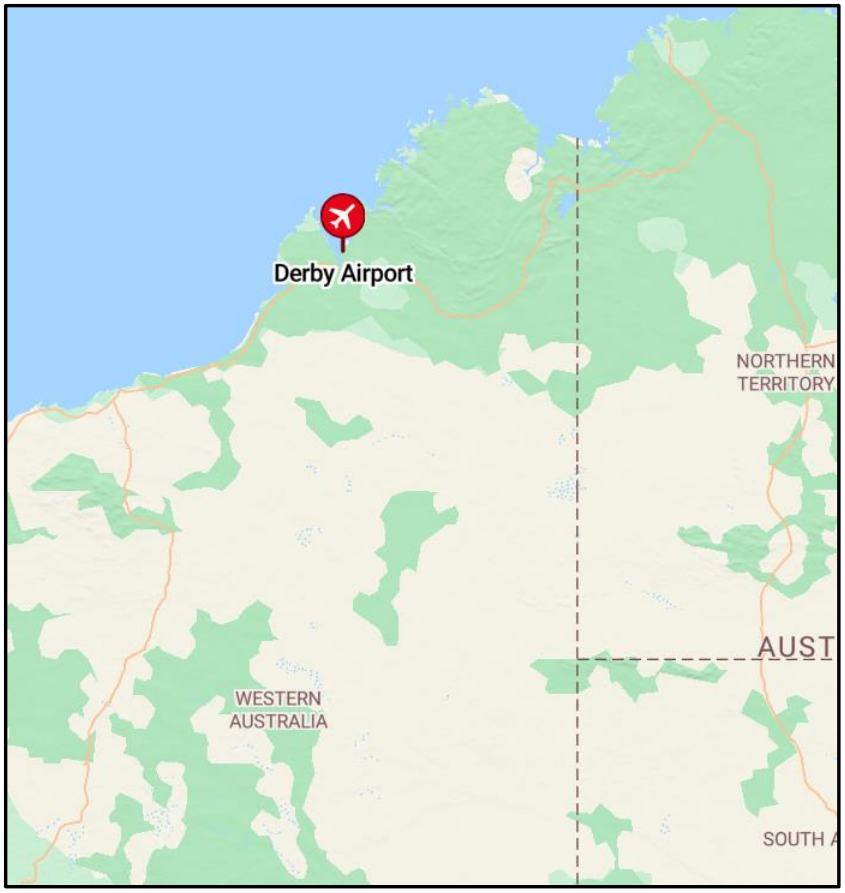
Part 139 MOS 24.04 (1)(2) - An aerodrome operator must make available to emergency agencies location details or maps of the aerodrome and its immediate vicinity. For subsection (1), the location details or maps must include:

(a) primary and secondary access points; and

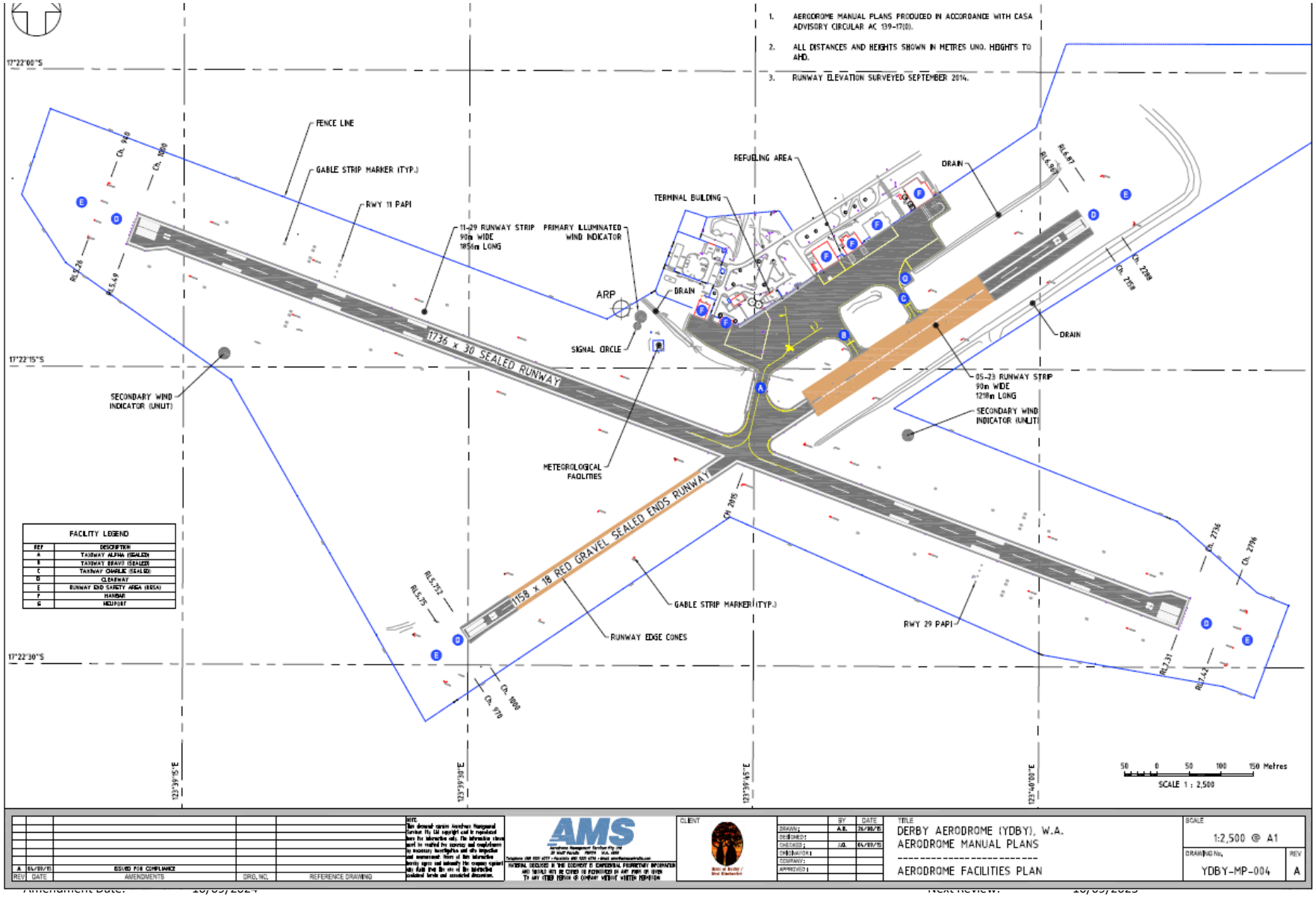
(b) emergency assembly areas (if applicable); and

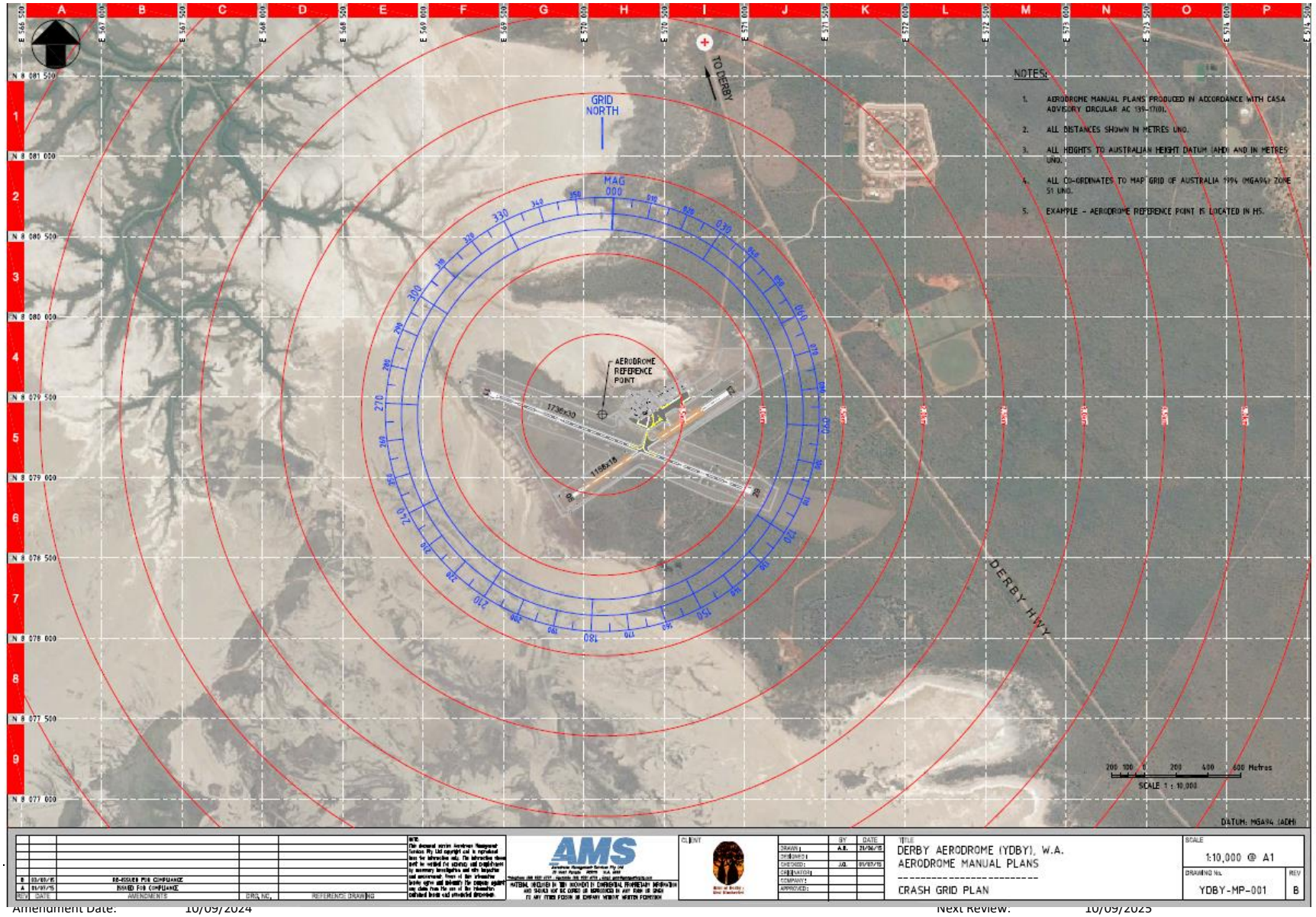
(c) if escorts for external vehicles are not provided by the aerodrome operator — details of any aerodrome hazards that are present. Note: Hazard information might include, for example, drainage infrastructure, open excavations, critical or sensitive areas for navigation and communication equipment, obscured foundations or footings.

See Location, Facilities and Crash map Plans on the next pages:


Derby Airport
NORTHERN TERRITORY
AUST
WESTERN AUSTRALIA
SOUTH A


Derby Hospital
Derby
Ashley St
Guildford St
Fitzroy St
Maxted St
Lovegrove St
Lennard Rd
Gibb River Rd
Gibb R
Airport Rd
Derby Airport
Derby Hwy


1. AERODROME MANUAL PLANS PRODUCED IN ACCORDANCE WITH CASA ADVISORY CIRCULAR AC 139-17(0).
2. ALL DISTANCES AND HEIGHTS SHOWN IN METRES UNO. HEIGHTS TO AHD.
3. RUNWAY ELEVATION SURVEYED SEPTEMBER 2014.
17°22'00"S
17°22'15"S
17°22'30"S
123°39'15"E
123°39'30"E
123°39'45"E
123°40'00"E
FENCE LINE
GABLE STRIP MARKER (TYP.)
RWY 11 PAPI
11-29 RUNWAY STRIP 90m WIDE 1854m LONG
PRIMARY ILLUMINATED WIND INDICATOR
ARP
SIGNAL ORCLE
1736 x 30 SEALED RUNWAY
SECONDARY WIND INDICATOR (UNLIT)
METEOROLOGICAL FAOLITIES
REFUELING AREA
TERMINAL BUILDING
DRAIN
05-23 RUNWAY STRIP 90m WIDE 1218m LONG
SECONDARY WIND INDICATOR (UNLIT)
1158 x 18 RED GRAVEL SEALED ENDS RUNWAY
GABLE STRIP MARKER (TYP.)
RUNWAY EDGE CONES
RWY 29 PAPI
FACILITY LEGEND
REF DESCRIPTION
A TAXIWAY ALPHA (SEALED)
B TAXIWAY BRAVO (SEALED)
C TAXIWAY CHARLIE (SEALED)
D CLEARWAY
E RUNWAY END SAFETY AREA (RESA)
F HANGAR
G HELIPORT
50 0 50 100 150 Metres
SCALE 1 : 2,500
AMS
CLIENT
DRAWN: A.B. 24/09/15
CHECKED: J.G. 24/09/15
TITLE
DERBY AERODROME (YDBY), W.A.
AERODROME MANUAL PLANS
AERODROME FACILITIES PLAN
SCALE 1:2,500 @ A1
DRAWING No. YDBY-MP-004
REV A
A 24/09/15 ISSUED FOR COMPLIANCE
REV DATE AMENDMENTS ORIG. NO. REFERENCE DRAWING


NOTES:
1. AERODROME MANUAL PLANS PRODUCED IN ACCORDANCE WITH CASA ADVISORY CIRCULAR AC 139-17(0).
2. ALL DISTANCES SHOWN IN METRES UNO.
3. ALL HEIGHTS TO AUSTRALIAN HEIGHT DATUM (AHD) AND IN METRES UNO.
4. ALL CO-ORDINATES TO MAP GRID OF AUSTRALIA 1994 (MGA94) ZONE 51 UNO.
5. EXAMPLE - AERODROME REFERENCE POINT IS LOCATED IN H5.
GRID NORTH
MAG 000
TO DERBY
AERODROME REFERENCE POINT
1736x30
1156x18
DERBY HWY
200 100 0 200 400 600 Metres
SCALE 1 : 10,000
DATUM: MGA94 (AHD)
AMS
DERBY AERODROME (YDBY), W.A.
AERODROME MANUAL PLANS
CRASH GRID PLAN
1:10,000 @ A1
YDBY-MP-001
B

5 Emergency Preparedness

Part 139 MOS 24.06 (1) – An aerodrome to which section 24.02 (AEP requirement) does not apply must have procedures for emergency preparedness which ensure that local emergency responders:

(a) are shown the location and operation of any applicable:
(i) aerodrome access points; and
(ii) aerodrome assembly areas; and
(iii) aerodrome emergency facilities and equipment; and
(b) are made aware of any hazardous storage facilities at the aerodrome, including fuel; and
(c) are made aware of any aerodrome or aviation-specific emergency procedures to be followed.

(2) The procedures under subsection (1) must be reviewed with local emergency responders at least once every 2 years. Note: A table-top exercise conducted between the aerodrome operator and their local emergency responders at least once every 24 months is also recommended to formally evaluate emergency response arrangements.

The Aerodrome Emergency Preparedness plan is to be reviewed as per the below and within 30 days:

Following a test or exercise

- After the occurrence of a real emergency that requires activation of the Aerodrome Emergency Preparedness Plan, or;
- At least once every 2 years.

Documented evidence of each review is stored in Aerodrome Emergency Folder by the Aerodrome Manager and kept for a minimum of 3 years.

5.1 Aerodrome Familiarisation

AC 139.c-18 v1.0 7.4.1.3 – Tours should be conducted with local emergency responders at least once every two years. During the tour local emergency responders are to be shown the location and operation of:

- Access points
- Assembly areas
- Facilities and equipment available for use in an emergency.

AC 139.c-18 v1.0 7.4.1.4 - A record of familiarisation activities, including a register of emergency responders who participate, should be maintained for a minimum period of three (3) years.

Derby Aerodrome ensures that local emergency responders are made familiar with the aerodrome layout, the presence of hazardous storage facilities, and emergency response procedures by providing an aerodrome induction at least once every two years. During the induction local emergency responders are shown the location and operation of:

- Aerodrome emergency access points
- Available communication facilities
- Aerodrome staging, assembly and passenger reception areas

- Aerodrome facilities and equipment available for use in an emergency
- Hazardous storage facilities (i.e., fuel farm)
- Awareness of any aerodrome or aviation-specific emergency procedures.

A record of emergency responders who participate in the aerodrome induction is maintained for a minimum period of three (3) years by the Aerodrome Manager.

Emergency Response training for on emergency response organisations in Derby is not required; therefore the Part 139 MOS section 11.12(1)(c)(ii)) is NOT APPLICABLE.

5.2 Aerodrome Communication Facilities

AC 139.c-18 v1.0 7.3.5.4 – In the event of an emergency and to ensure that all emergency facilities and equipment are in proper working order and are in a state of readiness, regular inspections and maintenance should be carried out.

AC 139.c-18 v1.0 7.3.5.5 – The outcome of each inspection should be recorded using an inspection check sheet.

The following communication facilities are available at Derby Aerodrome:

Communication Equipment	Location
CTAF Radios	Built into ARO Vehicles 3 x Handheld
CB Radios	2 x handheld in terminal (more available at request)

5.3 Aerodrome Emergency Response Facilities and Equipment

(Part 139 MOS – 11.12(1)(a)(vi),(vii)); (Part 139 MOS – 11.12(1)(b))

The following emergency response facilities and equipment are available at Derby Aerodrome:

Assembly and access points when directed, are located:

Emergency Facility	Location	Inspected by
Assembly Areas	In front of terminal buildings	ARO
Access Gates	See aerodrome layout map	ARO

Emergency Response equipment located within the terminal building such as extinguishers are marked on Evacuation Diagrams provided throughout the terminal building.

Emergency Response Equipment	Location	Inspection Timeframe
Fire Extinguishers 1 x on apron 1 x at AvGas facility	By Gate 2 (apron entry gate)	6 Monthly

Emergency Response Equipment	Location	Inspection Timeframe
Fire Hydrants/Fill Points 10+	At least 1 x airside nearby every Hangar Throughout Carpark areas At fuel facilities	6 Monthly
Defibrillator & Oxy Sock	In Terminal Office	6 Monthly

Additional fire hoses and extinguishers are located throughout the terminal building and outside.

5.4 Aerodrome Emergency Response Procedure Review

Part 139 MOS 24.06 (2) – The procedures under subsection (1) must be reviewed with local emergency responders at least once every 2 years. Note: A table-top exercise conducted between the aerodrome operator and their local emergency responders at least once every 24 months is also recommended to formally evaluate emergency response arrangements.

AC 139.c-18 v1.0 7.2.5 - Active participation of emergency service personnel is important when developing response arrangements so that agreement is reached for the roles of each party.

The Derby Aerodrome emergency response procedures within this Aerodrome Emergency Preparedness Plan are reviewed with the below mentioned local emergency responders at least once every two (2) years.

Local Emergency Responders – Review Agencies
Police
Fire and Rescue
Ambulance

A record of each review is maintained on file for a minimum period of three (3) years by the Aerodrome Manager.

Upon written request, records of reviews are to be provided to CASA.

The Aerodrome Manager is responsible for making Derby Aerodrome Emergency Preparedness Plan review arrangements with the relevant local emergency responders and planning familiarisation exercises with responding agencies.

6 Administration of Emergency Response Arrangements

6.1 Aerodrome Emergency Committee

(Part 139 MOS – 11.12(1)(a)(i))

The type and frequency of aircraft operations at Derby does not trigger the requirement for an aerodrome emergency committee. An aerodrome emergency committee has not been established; therefore, this subsection is NOT APPLICABLE.

6.2 Local Emergency Management Arrangements

Part 139 MOS 24.03 (1) – An aerodrome to which section 24.02 does not apply must be clearly identified within the applicable local or state emergency response plan and emergency response arrangements.

The Derby Aerodrome Emergency Preparedness Plan is part of the Derby Local Emergency Management Committee.

6.3 Aerodrome Emergency Procedure Distribution List

AC 139.c-18 v1.0 7.2.3 - While there is no standard format, document control procedures should be in place to ensure:

- *A current copy of the emergency response arrangements is available to all organisations and personnel with duties and responsibilities within*
- *The current version is identifiable to prevent the use of outdated material.*
- *All obsolete versions are promptly withdrawn.*

A copy of this Aerodrome Emergency Preparedness Plan is retained in the Aerodrome Terminal Office and online Shire Records. This manual is made available to CASA for inspection if requested.

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

Aerodrome Emergency Procedure Distribution List	Paper/ Electronic
Aerodrome Reporting Officers	Paper & Electronic
Aerodrome Operator	Paper & Electronic
Police	Electronic
Fire and Rescue	Electronic
Ambulance / Health Centre	Electronic
LEMC	Electronic
CASA	Electronic

6.4 Document Control

The Aerodrome Manager is responsible for ensuring that:

- A current copy of the Aerodrome Emergency Preparedness Plan is available to all organisations and personnel with duties and responsibilities within
- The current version is identifiable to prevent the use of outdated material
- The details within the emergency contact list are checked at least annually
- Ensure that all holders of the Aerodrome Emergency Preparedness Plan promptly withdraw all obsolete versions.

6.5 Amendment record

Revisions to this Aerodrome Emergency Preparedness Plan are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of this plan, a summary of the changes made is also recorded. When an amendment is made, the Aerodrome Manager will update the amendment record below.

Version no.	Date of change	Parts and page	Summary of change(s)
1.0	18/06/2024	All	Initial issue

6.6 Reference Material

Document type	Title
Regulation	Part 139 of the Civil Aviation Safety Regulations 1998
Standard	Part 139 Manual of Standards (Aerodromes) 2019
Advisory Circular	AC 139.c-18 v1.1 – Aerodrome Emergency Planning

7 Glossary

7.1 Acronyms and abbreviations

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

Acronym / abbreviation	Description
NOF	NOTAM Office
NOTAM	notice to airmen
OFZ	obstacle free zone
OLS	obstacle limitation surface
OMGWS	outer main gear wheel span
PAL	pilot activated lighting system
PANS-OPS	Procedures for Air Navigation Services – Aircraft Operations
PAPI	precision approach path indicator
PCN	pavement classification number
RESA	runway end safety area
RTIL	runway threshold identification lights
RV	runway visibility
RVR	runway visual range
RWY	runway
SMS	safety management system
STODA	supplementary take-off distance
RMP	risk management plan
TDZ	touchdown zone
TODA	take-off distance available
TORA	take-off run available
T-VASIS	T pattern visual approach slope indictor system
TWY	taxiway
VASIS	visual approach slope indicator system
VDGS	visual docking guidance system
VFR	visual flight rules
WDI	wind direction indicator

7.2 Definitions

Term	Definition
accelerate-stop distance available	the length of the take-off run available plus the length of the stopway if provided.
accident	an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which: a person is fatally or seriously injured as a result of: being in the aircraft, or direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew, or the aircraft sustains damage or structural failure which: adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage when the damage is limited to the engine, its cowlings or accessories, or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin, or the aircraft is missing or is completely inaccessible.
aerodrome	an area of land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure or movement of aircraft.
aerodrome elevation	the elevation of the highest point of the landing area.
aerodrome reference code	refers to the three (3) elements that are nominated by the aerodrome operator, specifically: a code number which is determined by the aeroplane reference field length, and which is applicable to runways. a code letter which is determined by the aeroplane wingspan, and which is applicable to runways, taxiways, aircraft holding bays and parking positions. the OMGWS which is applicable to runways and taxiways.
aerodrome reference point	the designated geographical location of an aerodrome.
AIP responsible person	for an aeronautical data originator, a person appointed by the originator under regulation 175.445 as responsible for the provision of aeronautical data or aeronautical information published in the AIP.
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):

Term	Definition
	aerial surveying aerial spotting agricultural operations aerial photography advertising balloon flying training ambulance functions carriage, for the purposes of trade, of goods being the property of the pilot, the owner of the hirer of the aircraft (not being a carriage of goods in accordance with fixed schedules to and from fixed terminals) any other purpose that is substantially similar to any of those specified in subparagraphs (i) to (vii) (inclusive).
AIS provider	a person who holds a certificate under regulation 175.055 of CASR.
apron	a defined area on a land aerodrome to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking, or maintenance.
apron taxiway	a portion of a taxiway system located on an apron to provide a through taxi route for aircraft across the apron to another part of the taxiway system.
Australian height datum	the datum that sets mean sea level as zero elevation.
clearway	a defined area at the end of the TORA, on the ground or water under the control of the aerodrome operator, which is selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height.
displaced threshold	a threshold not located at the extremity of a runway.
holding bay	a defined area where aircraft can be held or bypassed to facilitate efficient surface movement of aircraft.
incident	an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.
international aerodrome	an aerodrome: designated by the Department as an international airport in Australia; and identified as a designated international airport in Australia on the Department's website.
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)
landing distance available	the length of the runway which is declared available and suitable for the ground run of an aeroplane landing.

Term	Definition
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 or hazard, the timely knowledge of which is essential to persons concerned with flight operations.
NOTAM authorised persons	for an aeronautical data originator, a person(s) appointed under regulation 175.445 by the originator authorised to request the issue, review, or cancellation of a NOTAM.
obstacle	fixed (whether temporarily or permanently) and mobile objects, structures and parts of such objects and structures that: are located on an area provided for the surface movement of aircraft, or extend above a defined surface designated to protect aircraft in flight, or stand outside the defined surfaces mentioned in items (a) and (b) above and that have been assessed as being a hazard to air navigation.
obstacle free zone	the airspace above the inner approach surface, inner transitional surface, baulked landing surface, and that portion of the runway strip bounded by these surfaces, which is not infringed by any fixed obstacle other than a low mass and frangible 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 Organization, as in force from time to time.
pavement classification number	a number expressing the bearing strength of a pavement for unrestricted operations by aircraft with aircraft classification number (ACN) less than or equal to the PCN.
runway	a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
runway end safety area	an area symmetrical about the extended runway centreline and adjacent to the end of the runway strip, primarily to reduce the risk of damage to an aeroplane which undershoots or overruns the runway.
runway strip	a defined area, including the runway and stop way, provided to: reduce the risk of damage to aircraft running off a runway, and

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

RISK MANAGEMENT PLAN

Shire of Derby/West Kimberley

Derby Aerodrome

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1. Purpose

The purpose of the Aerodrome Risk Management Plan (RMP) includes:

- Identifying hazards and managing associated risk
- Ensuring the remedial action necessary to maintain an acceptable level of safety is carried out
- Providing for continuous monitoring and regular assessment of the safety level achieved
- Aiming to make continuous improvement to the overall level of safety.

2. Scope

The RMP is applicable to aerodrome activities at Derby Aerodrome, on which the Shire of Derby/West Kimberley has direct control or influence.

3. Safety Policy, Objectives and Planning

Although the type and frequency of aircraft operations does not trigger the requirement for a risk management plan, a risk management plan that meets the requirements of section 26.01 of the Part 139 MOS has been prepared and implemented. The risk management plan is maintained by the Aerodrome Manager and available in the Shire's Online Server records. A hard copy is kept in the aerodrome terminal office.

3.1 Management Commitment and Responsibility

All levels of management of the Shire of Derby/West Kimberley are committed to be involved in the Risk Management Plan for the Derby Aerodrome. The aerodrome RMP is designed to feed directly into the Shire of Derby/West Kimberley safety systems.

The Derby Aerodrome RMP has been developed to, at the minimum support the following processes, procedures and documentation:

- Tracking of minor events to determine trends and to trigger action plans and where evidence has been accumulated this will be used to support safety cases and direct resources.
- Identifying areas of non-compliance with regulations and the appropriate manner to rectify the non-compliance.
- Detecting hazards through accumulation of evidence.
- Prioritising risk to allow development of an action plan in the event of adverse audit findings.
- Continual assessment and updating of appropriate parts of the Aerodrome Emergency Management and Response Plans.
- Identifying responsible personnel to be accountable for managing identified hazards.
- Assessing the ongoing risks associated with works connected aerodrome management and determining appropriate responses for contingencies.

3.2 Health and Safety Policy

Shire of Derby / West Kimberley

(PC2) WORK HEALTH AND SAFETY POLICY

POLICY PURPOSE
The purpose of the policy is to demonstrate the commitment of ensuring a safe and healthy work environment for all workers, inclusive of contractors, labour hire, work experience and volunteers, Elected Members, and visitors of the Shire of Derby/West Kimberley (Shire).

POLICY STATEMENT
The Shire regards the provision of a safe and healthy work environment as fundamental to all organisational activities, and essential to maintaining high standards of organisational sustainability, performance and governance. The following objectives and responsibilities aid the Shire in achieving these standards.

POLICY OBJECTIVES
1. Comply with *Local Government Act 1995*;

2. Comply with or exceed legislative requirements under the:
   a. *Work Health and Safety Act 2020* and other relevant legislation; and
   b. *Work Health and Safety (General) Regulations 2022.*

3. Develop an organisational culture with a high level of health and safety awareness through a continuous improvement process of consultation, communication, information provision, training and accountability.

RESPONSIBILITIES

1. **Council**
   Ensure sufficient resources are available to achieve the objectives of this policy.

2. **Chief Executive Officer**
   a) Ensure accountability for compliance with this policy is maintained;
   b) Meet the Shire's duty of care as Person Conducting a Business or Undertaking (PCBU) under the *Work Health and Safety Act 2020;*
   c) Promote and champion the importance and benefit of occupational health and safety throughout the organisation; and
   d) Comply with all applicable laws, regulations, statutory obligations and other relevant requirements.

3. **Manager and Supervisors**
   a) Plan, implement and budget for strategies to ensure both physical and psychological hazards are identified, and controlled, as far as practicable;
   b) Accountable for compliance with safe work practices and safety related operational practices and procedures;
   c) Enforce health and safety requirements within areas of responsibility;
   d) Meet the Shire's duty of care as a PCBU under the *Work Health and Safety Act 2020*;
   e) Ensure that all workers are provided with information, instruction, training and supervision appropriate to the scope of work required;
   f) Provide and maintain a working environment, plant and systems of work, so far as is practicable, such that workers are not exposed to hazards; including the provision of personal protective equipment (PPE) where required;
   g) Consult with employees on all safety related matters and activities;

Shire of Derby / West Kimberley

Shire of Derby / West Kimberley

h) Encourage workers, inclusive of contractors, labour hire and volunteers to identify, report, assess and control health and safety risks to continuously improve health and safety in the workplace; and

i) Actively promote and demonstrate safety leadership to drive continuous improvement through the setting and meeting of measurable safety objectives and targets as outlined by the Chief Executive Officer, and the Executive and Management Teams.

4. Workers – including Contractors, Labour Hire, Work Experience and Volunteers

a) Work with care, for their own health and safety and of others;
b) Meet the duty of care as workers under the *Work Health and Safety Act 2020*;
c) Be proactive in identifying and reporting workplace hazards, incidents and near misses;
d) Participate in identified health and safety training; and
e) Comply with the Shire of Derby/West Kimberley's health and safety requirements and instructions.

5. Others – including Councillors and Visitors

a) Take reasonable care of their own health and safety when within Shire workplaces;
b) Take reasonable care not to adversely affect other persons through their own acts or omissions; and
c) Ensure as far as is reasonably possible, to comply with any reasonable instruction that is given by the Shire to enable them to fulfil the *Work Health and Safety Act 2020* requirements.

Policy Details			
Original Adoption date:	29 April 1998	**Review Frequency:** **Next Review Due:**	1 year February 2025
Policy Implementing Officer or Team:	Senior Work Health and Safety Advisor	**Policy Reviewer:**	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	Work Health and Safety (WHS) Act 2020Work Health and Safety (General) Regulations 2022 Workers' Compensations and Injury Management Act 1981 Health and Safety Codes of Practice, Guidance Notes and Australian Standards Local Government (Functions and General) Regulations 1996		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Policy PC1 Risk Management and Opportunity Management Policy PC3 Injury Management Work Health and Safety Handbook 2022 SDWK Tier 2 Action Plan		

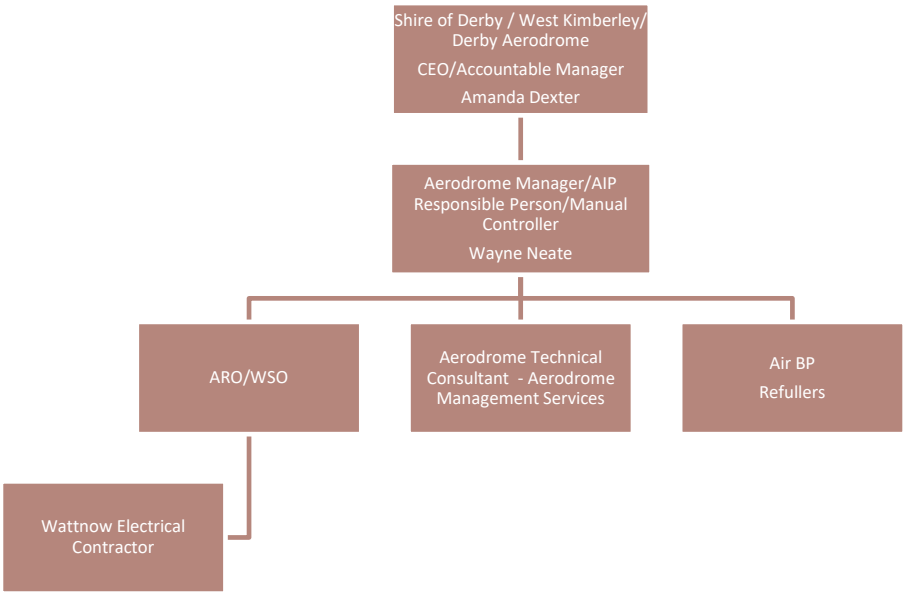
Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2 Res. 57/21
2.	24 February 2022	Item 11.5 Res. 07/22
3.	29 June 2023	Item 12.3 Res. 70/23
4.	19 January 2024	The Director Strategic Business utilised AUTHO33 Local Government Act 1995 s.5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer), to make minor changes using delegation 1.1.34 Minor Amendments to Policies and Delegations. Synergy Record No. N21078
5.	29 February 2024	Item 12.3 Res. 09/24

3.3 Safety Accountabilities

The Accountable Manager of Shire of Derby/West Kimberley is aware of the requirements of CASR 139.

The Aerodrome Manager of Derby Aerodrome will ensure all aerodrome staff, tenants and contractors are informed of the Aerodrome's Safety Policy and standards.

The organisational structure of the Derby Aerodrome relevant to the RMP is as below:



3.4 Appointment of Key Safety Personnel

3.4.1 Aerodrome Manager – Derby

Responsibilities:

- Setting safety standards and objectives for the aerodrome and assuming final responsibility to ensure safe operation.
- Direct responsibility for the conduct of the organisation's affairs.
- Final authority over airside operations under the Aerodrome Certificate.
- Ensuring that actions arising from CASA and ATI reports are actioned in accordance with applicable regulations.

In addition to the above, the Aerodrome manager for the Derby Aerodrome will ensure that the following occurs:

- Communicates the Safety Policy to all Aerodrome staff, tenants and contractors in accordance with the RMP.

- Regularly reviews the Safety Policy in accordance with the RMP.
- Will ensure that appropriate resources will be allocated to support the RMP in consultation with the Aerodrome Safety Committee
- Will establish an appropriate reporting chain for safety issues in consultation with the Aerodrome Safety Committee.
- Will actively encourage aerodrome staff, tenants and contractors to participate in development and implementation of the RMP.
- Will ensure that in consultation with the Aerodrome Safety Committee that the RMP aligns with Derby Authorities other operational policies.

3.4.2 Aerodrome Safety Committee

The Derby Aerodrome safety committee meets at ***least once annually*** or if required and may comprise of the following members:

- Accountable Manager
- Aerodrome Manager
- Manager of Works and Services
- AROs

The roles and responsibilities of the Aerodrome Safety Committee include:

- Making recommendations or decisions concerning safety incidents and objectives/targets.
- Defining safety performance indicators and setting performance targets.
- Conducting hazard identification and risk assessments.
- Monitoring the reporting system to assess hazards, risks and actions taken.
- Training and educating aerodrome staff, tenants and contractors.
- Auditing the operation and investigating incidents and accidents.
- Maintaining documentation and records.
- Reviewing and acting on Aerodrome Hazard Reports.
- Monitoring the performance of the RMP to ensure an ongoing effectiveness and active commitment to safety.
- Ensuring an ongoing, systematic approach to the management of how interfaces between the organisation and its suppliers, subcontractors and business partners impact on aviation safety.
- Review CASA and annual Aerodrome Technical Inspection reports.
- Coordination of emergency response planning.

3.5 Third Party Interface

Where contracted services are provided at the Derby Aerodrome, the Shire of Derby/West Kimberley should ensure that contracts / service level agreements are in place

The aerodrome manager will ensure the below is addressed as part of the contractor management process.

- The level of safety of an operation is not to be eroded by the inputs, services and supplies provided by an external organisation
- Third party providers shall hold the appropriate qualifications / credentials or approvals for the work being outsourced
- Contracted organisations shall demonstrate their ability to provide trained and competent staff
- Third parties should understand the aerodrome operator's RMP, and their own responsibilities within the RMP program
- All safety hazards and deficiencies shall be reported and addressed efficiently
- The third party's performance shall be monitored on a regular basis
- The aerodrome operator has the final responsibility and safety oversight capability and is accountable for ensuring that the contractor complies with safety standards prescribed in the contract.

Ongoing performance of the contractor is monitored on an ongoing basis by the local Manager.

3.6 Coordination of Emergency Response Planning

Aerodrome emergency response coordination is controlled through the Derby Aerodrome Emergency Preparedness Plan (AEPP).

The Aerodrome Safety Committee will review both the outcome of the bi - annual Aerodrome Emergency Preparedness Plan exercise and any actions taken under the direction of the plan where it has been activated for lessons learned that can lead to an improvement and the efficiency of the plan.

3.7 Documentation

The aerodrome manager will ensure that amendments are made to this RMP as per the Shire of Derby/West Kimberley system of document control.

This RMP will be made available to all aerodrome staff, and contractors that have an involvement with the Derby Aerodrome.

Appropriate documentation to identify hazards and risks will be available for all aerodrome staff and contractors.

The aerodrome manager will maintain records of all documented processes described in this manual and will update the records whenever necessary. The Aerodrome Safety Committee will review the RMP and related records annually.

4. Safety Risk Management

The Part 139 Manual of Standards (MOS) requires aerodrome operators to reduce risks to a level that is as low as reasonably practical (ALARP).

The risk management process not only provides the basis for identifying, assessing, evaluating, implementing, and reviewing the selection of control measures to eliminate or reduce the risks, it also provides supporting evidence to demonstrate that risks to the safe operation of aircraft have been considered, and where appropriate, have been reduced to ALARP.

4.1 Hazard Identification Process

The hazard identification process should be a product of:

- brainstorming sessions with persons who have relevant industry knowledge and experience
- safety surveys
- interrogating reporting systems / trend analysis
- reviewing serviceability and technical inspections reports
- outcomes of incident investigations (accident causal factors)
- learnings from events that have occurred at other aerodromes
- exploring findings from internal and external audits.

All safety related reports including recommendations for improvement will be recorded in Online Shire Records, evaluated by the Aerodrome Manager and investigated by the Aerodrome Safety Committee if deemed appropriate.

Reports are to be submitted using the appropriate risk management tools. The Aerodrome Safety Committee will:

- Identify and record hazards using the Derby Aerodrome Risk Log. Carry out risk evaluation using the Risk Assessment Matrix contained within the hazard register excel spreadsheet. Assign appropriate protocols and responsible persons to the identified risks.
- Identifying responsible personnel to be accountable for managing identified hazards.
- Ensure that all relevant aerodrome staff, and contractors are aware of the risk treatments/controls in place and that they are trained where appropriate (see training section of RMP) in accordance with change management protocol.
- Review the risk management process as required (but at least annually) to determine whether the risk treatments/controls are working.

The Aerodrome Manager will periodically monitor the status of each identified hazard.

4.2 Risk Assessment Tools

Risk Assessment and Hazard awareness tools the aerodrome uses include:

- Serviceability inspections
- Formal Risk Assessments
- Aerodrome Emergency Preparedness Plan

- CASA Audits
- Aerodrome Technical Inspections

4.3 Hazard Review Process

The hazard identification process will be ongoing, with a review to consider new hazards conducted:

- when a change to the aerodrome's infrastructure or facilities is proposed
- when a new type of aircraft is being considered for operation at the aerodrome
- when there is a change in operating procedure(s) or key aerodrome personnel
- after any significant incident or accident
- when a control measure deficiency is identified.

4.4 Safety Risk Assessment and Mitigation Process

Risk assessments considers the likelihood of the hazardous event occurring and the severity of its consequence.

The Derby Aerodrome utilises the Shire of Derby/West Kimberley risk assessment methodology.

Risks and hazards will be reduced to ALARP (As Low as Reasonably Practicable).

Derby Aerodrome will maintain an up-to-date record of the aerodrome specific risk register which is located online records and in the aerodrome terminal office.

5. Safety Assurance

5.1 Safety Performance Monitoring and Measurement

The safety committee will establish and monitor safety performance targets/key performance indicators. Examples of KPI's include:

- Zero Incidents
- Incident Investigations (completed by due date)
- Actions (zero overdue)
- Manuals and Documents (reviewed within 1 year)
- Inspections (completed as per Aerodrome Manual).
- All safety meetings completed by their due date.

The safety committee will review the RMP annually.

The Aerodrome Manager will ensure that audits/checks are carried out periodically to determine whether Derby is meeting regulatory requirements and its own safety standards in relation to the aerodrome.

The audits can include input from:

- Serviceability inspections
- Technical Inspections

- External inspections and audits
- Internal inspections and audits
- Task Observations

Adverse audit findings are to be managed through an action plan process.

5.2 Management of Change

The safety committee will in conjunction with the aerodrome manager ensure that where significant changes are planned for the Derby Aerodrome the Shire of Derby/West Kimberley's Formal Risk Assessment process is utilised.

As a minimum the following should be included in the Formal Risk Assessment process:

- Amendments to Legislation.
- Changes to aerodrome management or personnel.
- Aerodrome works that require the implementation of external contractors.
- Changes in risk.
- A minimum of four participants from the Safety Committee
- Representatives from Aviation providers or delegates

5.3 Continuous Improvement of the RMP

The safety committee will review as required (but at least annually) the risk management processes to determine whether the risk treatments/controls are working.

The Aerodrome Manager will periodically monitor the status of each identified hazard/risk within the register.

Results of the checks and audits completed internally and by external agencies are to be reviewed jointly by the safety committee to aid in the continuous improvement process for the Derby Aerodrome Risk Management Plan.

6. Safety Promotion

6.1 Training and Education

New starters at the aerodrome will receive a familiarization of the aerodrome from a suitably trained representative and will receive ongoing support from the Reporting Officer(s), as well as the Accountable and Aerodrome Managers. It will be ensured that all required training courses/ items that are undertaken to fulfil the role (eg. aerodrome reporting officer/AROC). Though in many instances the training needs shall be pre-determined by the role, for each new starter at the aerodrome the aerodrome manager shall assess training requirements to ensure the worker is provided with adequate training for the purpose of the role.

The training requirements of aerodrome personnel will be continuously monitored to ensure training provided is adequate and reflects current industry and regulatory requirements.

Training may be prompted by the following:

- New worker
- Change of role (change management)

- Change of task set or responsibilities (change management)
- Aerodrome hazards
- Aerodrome incidents
- Change to facilities or system
- Introduction of new industry practice or regulation
- Change of environmental conditions or wildlife conditions
- Introduction of new airline or new supplier
- Refresher or re-currency training.

As part of the education process, the safety committee will ensure that aerodrome staff, tenants and contractors are made aware that in order for the RMP to grow, a healthy reporting system needs to be established. Reporters need to be assured that they will not be penalised for submitting a report and that their confidentiality will be protected if requested.

In promoting the reporting culture, an emphasis is to be made on the clear definition of acceptable and unacceptable behaviors and that willful contravention or persistent unsafe acts will fall outside of the area of protection of non-penalisation when reporting.

The Aerodrome Manager will ensure that aerodrome staff, tenants and contractors receive induction and ongoing training in order that:

- They understand how the RMP operates.
- They are aware of the role they play in the RMP.
- They understand that the aim of the RMP is to improve safety – not to attribute blame.

The safety committee will encourage all aerodrome staff, tenants and contractors to submit hazard reports and share safety concerns.

All new staff are informed of the Aerodrome Manual Suite including the RMP and implementation of the documentation.

6.2 Safety Communication

Any aerodrome staff or contractors who report hazards will be given feedback by the Aerodrome Manager by email or in person or as requested on completion of investigations and where risk treatments/controls have been put in place.

On completion of investigations, any recommendations or risk treatments/controls will be made available to all aerodrome staff and contractors by the Aerodrome Manager by email or in person or as requested.

The Aerodrome Manager will ensure that an ongoing safety promotion program relevant to the operation of the Derby Aerodrome is maintained.

7. Definitions and Acronyms

7.1 Acronyms

Acronym	Definition
AC	Advisory Circular
ALARP	As Low As Reasonably Practicable
ARO	Aerodrome Reporting Officer
ASMS	Aerodrome Safety Management System
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998
JHA	Job Hazard Analysis
MOS	Part 139 (Aerodromes) Manual of Standards 2019
SMS	Safety Management System

7.2 Definitions

Term	Definition
Air transport passenger movement numbers	For an aerodrome, for a financial year, means the numbers, published by the Department, of air transport passenger movements at the aerodrome during the financial year, and any reference to air transport movements is to the movements compiled in these numbers.
Aircraft movements	When referred to numerically for an aerodrome, for a financial year, means the numbers of aircraft movements at the aerodrome during the financial year, as compiled by the aerodrome operator or the ATS provider.
ALARP	Refers to reducing risk to a level that is As Low As Reasonably Practicable. In practice, this means that the aerodrome operator must show, through reasoned and supported arguments, that there are no other practical options that could reasonably be adopted to reduce risks further.
Control / defence measure	Any system, procedure, process, device or other means of eliminating, preventing, reducing or mitigating the risk of hazardous events arising at or near the aerodrome.
Hazard	A hazard is a condition or an object with the potential to cause or contribute to an aircraft incident or accident.
Impact	The harm that has or could occur if the controls are absent or fail.
Probability	The likelihood that an unsafe event may occur.
Risk	An uncertain evet or condition that if occurs will affect the achievement of one or more objectives. It is measured in terms of likelihood of occurrence and its potential consequences and assigned an overall risk classification.
Risk assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk management	The identification, analysis, and elimination and/or mitigation to an acceptable or tolerable level, of hazards, as well as the subsequent risks, that threaten the viability of an organisation.
Stakeholder	A person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity or risk.

8. References

Document Title	Document	Type
Regulations	Part 139 of CASR 1998 - Aerodromes	Regulations are available on the Federal Register of Legislation website https://www.legislation.gov.au/
International Civil Aviation Organisation documents	Doc 9859 Safety Management Manual	International Civil Aviation Organization (ICAO) documents are available for purchase from http://store1.icao.int/
Advisory Material	Advisory circulars Advisory publications	CASA's advisory circulars are available at http://www.casa.gov.au/AC CASA's Civil Aviation Advisory Publications are available at http://www.casa.gov.au/CAAP

	Sector Risk Profile – Aerodromes	https://consultation.casa.gov.au/stakeholder-engagement-group/sector-safety-risk-profile-program-review/

9. Related Documents

Document Title
Aerodrome Manual
Aerodrome Emergency Preparedness Plan

10. Amendment Record

Revisions to this Risk Management Plan are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of this plan, a summary of the changes made is also recorded. When an amendment is made, the Aerodrome Manager will update the amendment record below.

Version no.	Date of change	Parts and page	Summary of change(s)
1.0	21/06/2024	All	Initial issue

Derby Aerodrome

Aerodrome Technical Inspection

Date of Inspection: 11th of September 2023

Inspector: Kevin Thomas

Aerodrome Management Services Pty Ltd

ACN 625 913 484 / ABN 78 625 913 484

National Training Provider: ID 52413

Electrical Contractor Licences: EC010503 (WA) PGE271565 (SA) 79117 (QLD)

1 Document Control

Revision History

Version	Date	Revision
1	09/10/2023	Final report for issue to client
B	02/10/2023	Peer review mark up
A	12/09/2023	Draft report issued for comment and peer review

Report Collation and Review

Version		Prepared by
1		Kevin Thomas
B	Survey sheet(s)/NOTAM review	Scott McKenzie
	Report review	Scott McKenzie
A		Kevin Thomas

2 Aerodrome Summary

Aerodrome Details	
Date of Aerodrome Technical Inspection	11/09/2023
Aerodrome Name	Derby Aerodrome
Aerodrome Operator	Shire of Derby West Kimberley (SDWK)
Aerodrome category	Certified
Aerodrome Reference Code (ARC)	11/29 Code 3 05/23 Code 2
Largest aircraft regularly using the aerodrome	Cessna 208
Typical RPT or regular charter schedule[a]	None
Air transport passengers[b] **(last financial year)**	8000
Trigger category applied[c] **– air transport passenger numbers**	<10,000
Aircraft movements[d] **(last financial year)**	Approximately 7,000 (based on 3500 landings)
Trigger category applied[c] **– aircraft movements**	<20,000

[a] *RPT (Regular Public Transport) refers to a scheduled air transport operation; Charter refers to a non-scheduled air transport operation.*

[b] *Air Transport Passenger numbers means the total number of passengers in and out. At this aerodrome, the number is based on ARO estimates.*

[c] *Trigger category as selected by the Aerodrome Operator with reference to implemented management processes and documentation. Note: The Aerodrome Operator may choose to operate in accordance with a higher, but not lower, category.*

[d] *An aircraft movement means each landing, take-off or touch-and-go at the aerodrome.*

Classification of Runways				
Runway Designator	**Runway Code**	**Runway Classification**	**Terminal Instrument Flight Procedures**	**Runway lighting**
11/29	3	Instrument	Non-precision	Low Intensity Runway Lighting
05/23	2	Non-instrument	Nil	Nil



General location photo (Image source: Google Earth)



Overhead view of aerodrome (Image source: Google Earth)

3 Executive Summary

The Derby aerodrome was inspected on the 11 September 2023 by Kevin Thomas from Aerodrome Management Services (AMS).

The aerodrome operator must supply CASA with a copy of the technical inspection report within 30 days of the operator receiving the report, or such longer time as is agreed to by CASA in writing.

[Part 139 MOS[1], 12.08(7)].

The most urgent finding from this inspection was that the tree growth in the eastern take off (RWY 11) has now caused the take-off surface to be infringed and clearing must be carried out. Please refer to section 13 of this report. This matter is not only a matter of compliance, but also a direct safety issue for aircraft performance.

The main runway seal is degrading at an increased rate. The floods experienced in January this year may have been a factor. The cracking is increasing at an alarming rate. A detailed pavement evaluation is recommended leading to a pavement management plan. This will provide Council warning of impeding and significant capital expenditure.

The apron paint markings were faded and in need of repainting. The AROs are doing an excellent job in the day to day maintenance and the inspection and reporting activities.

[1] *Part 139 (Aerodromes) Manual of Standards (MOS) F2020C00797 (legislation.gov.au)*

NOTE: THERE IS A NOTAM FOR IMMEDIATE ISSUE INCLUDED IN THIS REPORT.
NOTAMN
RWY DECLARED DISTANCE AND GRADIENT CHANGES
RWY TODA
11 1826(3.47%)
29 1796(2.42%)
05 1218(1.98%)
23 1218(2.6%)
SUPPLEMENTARY DISTANCES
RWY 11 1362(1.6%), 1501(1.9%), 1600(2.2%), 1675(2.5%), 1805(3.3%)
RWY 29 1778(1.6%), 1787(1.9%), 1793(2.2%)
RWY 05 944(1.6%), 1164(1.9%)
RWY 23 1186(1.6%), 1199(1.9%). 1208(2.2%), 1215(2.5%)

AMS would like to thank the Shire of Derby West Kimberley for engaging AMS to conduct this inspection, and Boni for her assistance during the site visit.

4 Part 139 MOS Transition

- **Part 139 Aerodrome Manual**

AMS has been advised that CASA has not yet reviewed and accepted the new aerodrome manual and a new aerodrome certificate has not been issued for Derby. The aerodrome's transitional aerodrome certificate remains in force. The operator continues to manage the aerodrome using its previous documentation.

- **Grandfathered Facilities**

The following facilities are listed as non-compliant grandfathered facilities in the new aerodrome manual prepared and submitted to CASA by the Aerodrome Operator. All other facilities were assessed against the requirements of the Part 139 MOS.

Facility (grandfathered)	Description of non-compliance
Runway strip width (including flyover area) (MOS 6.17(5))	**MOS 139 V1.11 November 2013** **Ref: 6.2.18.2** Overall runway strip width is 90m, whereas current standard is 280m. *(Note: this restricts operations to aircraft up to and including Code 3C)*
Approach surface slope (MOS Table 7.15(1))	**MOS 139 1.15 July 2020** **Ref: Table 7.1.1** Runway 29 approach surface slope is 2.86%, whereas current standard is 2%.
OLS – Approach inner edge (MOS Table 7.15(1))	**MOS 139 V1.15 July 2020** **Ref: Table 7.1.1** The length of the approach inner edge is 150m, whereas the current standard is 280m.
Runway turn pad markings (MOS 8.33)	**MOS 139 V1.15 July 2020** **Ref: 8.3.6.6** Runways 11 and 29 turn pad edges are marked with white runway side stripe markings, whereas the current standard is as per illustration in Figure 8.33(1).
Runway holding position markings (MOS 8.39)	**MOS 139 V1.15 July 2020** **Ref: 8.4.3.2** Runway holding position lines and spaces are 0.15m wide, whereas the current standard is 0.3m wide. Note: New standard must be adopted prior to 26 November 2026 so provision should be made to bring them into compliance as soon as practicably possible.
Apron floodlighting (MOS 9.116(3))	**MOS 139 V1.15 July 2020** **Ref: 9.16.4.3** Bay 1 average horizontal illuminance 16.93 lux, whereas the current standard is no less than 20 lux.

Facility (grandfathered)	Description of non-compliance
	Bay 2 average horizontal illuminance 10.9 lux, whereas the current standard is no less than 20 lux. Bay 2 average vertical illuminance is 13.93 lux, whereas the current standard is no less than 20 lux.
Light fixture and supporting structure frangibility (independent certification of frangibility) (MOS 9.09)	**MOS 139 V1.15 July 2020** Ref: 9.1.11.1 Frangibility of light fixtures and supporting structures has not been certified independently of the manufacturer, whereas the current standard requires this.
Filing of documentation for Commissioning of Lighting Systems (MOS 9.18(8))	**MOS 139 V1.2 September 2004** Ref: 9.1.15 (no requirement listed) The reports used to support the commissioning of lighting systems are not filed in the aerodrome manual or kept in the custody, or control, of the aerodrome operator, whereas the current standard requires this.
Movement area design – protection from propeller wash and jet blast velocity (MOS 6.64)	**MOS 139 1.15 July 2020** Ref: 6.6.2 The movement area design considered propeller wash and jet blast hazards, whereas current standard mandates maximum velocities that require protection.

5 Findings and Corrective Actions

Findings identified during the technical inspection have been categorised based on the assessed risk implication and the recommended time frame for implementation of corrective actions.

Corrective Action Categories	
Immediate action required	A finding in this category relates to an issue that, in the opinion of the inspector, is a safety concern and corrective action must be taken at the earliest opportunity.
Action required	Findings in this category require corrective action(s) to align facilities or processes with the Part 139 MOS, aerodrome manual requirements, ensure preventative maintenance is conducted or establish administrative compliance. These findings should be addressed as soon as practicable.
Action recommended	Corrective actions in this category are suggestions based on industry best practice. Implementation is at the discretion of the Aerodrome Operator.

A summary of the findings identified during this inspection is outlined below. Recommended corrective actions have also been identified to assist the aerodrome operator develop a corrective action plan.

AMS RECOMMENDS THE AERODROME OPERATOR REVIEWS THIS REPORT WITHIN 30 DAYS, UTILISING THE SMS, RMP OR MANAGEMENT SYSTEM APPLICABLE TO THE AERODROME.

FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (to be completed by the Aerodrome Operator in separate document)
		✗	✓	✓		
Part 139 MOS CASA reporting requirements	The aerodrome operator must supply CASA with a copy of the technical inspection report within 30 days of the operator receiving the report, or such longer time as is agreed to by CASA in writing [Part 139 MOS, 12.08(7)].		✓		Forward a copy of the 2023 ATI report to aerodromes@casa.gov.au.	
7.0	Airservices Australia is amending the method for updating AIP documents.		✓		From 11/08/2023, update the aerodrome's published information by accessing the ADO portal at www.adoportal.airservicesaustralia.com. Refer to the Airservices Australia website for further details. Update applicable section(s) of the aerodrome manual.	
7.1	The aerodrome diagram in the ERSA-FAC requires updating.		✓		Update the following details on the aerodrome diagram and submit to Airservices Australia for publication using the ADO portal: • Delete the helicopter aiming point • Show apron to be the correct shape (refer Google Earth)	

FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (to be completed by the Aerodrome Operator in separate document)
		✓	✓	✓		
					Update applicable section(s) of the aerodrome manual.	
7.2	Information included in the ERSA-FAC requires updating.		✓		Update the following information via the Airservices Australia ADO portal: **AERODROME OPERATOR DETAILS** • Email address (now required) • Contact name for aerodrome operations. (Note: Position title is sufficient.) Although multiple mobile numbers are published, the associated person (position) has not been included. **OTHER LIGHTING** Add TWY LGTS: Blue edge. Update applicable section(s) of the aerodrome manual.	
7.3	The non-standard (grandfathered) approach inner edge length is not listed in the ERSA-RDS.		✓		Update the following information via the Airservices Australia ADO portal: RWY DISTANCE SUPPLEMENT	

FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (to be completed by the Aerodrome Operator in separate document)
		✗	✓	✓		
					11/29 APCH inner edge length 150m 11/29 TKOF inner edge length 180m	
7.4	Information included in the DAP aerodrome chart requires updating.		✓		Update the DAP Aerodrome Chart via the Airservices Australia ADO portal by adding / deleting the following information: • Delete the helicopter aiming point • Show apron to be the correct shape (refer Google Earth) Update applicable section(s) of the aerodrome manual.	
9.1	Personnel have not been nominated to some of the key positions required by the Part 139 MOS. Others listed in the aerodrome manual as holding key positions are incorrect.		✓		Nominate personnel to all required positions and ensure they are familiar with the responsibilities of the role(s). Update the aerodrome manual to include the names of current personnel holding the key positions.	
9.2.1	Training records were not observed for some AROs/WSOs.		✓		Ensure training records for all AROs/WSOs are maintained on file.	

FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (to be completed by the Aerodrome Operator in separate document)
		✓	✓	✓		
9.2.2	Training records indicated recurrency training for some AROs/WSOs has not occurred within CASA's recommended time intervals.			✓	Ensure all AROs /WSOs receive recurrency training in accordance with the recommendations outlined in Advisory Circular 139.C-02 Aerodrome Personnel.	
9.3	Evidence of ongoing Validation of Competency (VOC) for AROs/WSOs was not observed.			✓	Develop and implement an annual VOC process for all AROs/WSOs. AMS can provide, on request, a checklist of recommended competencies for review.	
10.1	The SMS meeting is overdue.		✓		Either hold an SMS meeting as soon as practicable. Ensure the meeting schedule detailed in the aerodrome's SMS is adhered to. Consider not having a SMS.	
12.1.1	The runway is developing a series of potholes along and close to the centreline.	✓			**IMMEDIATELY** carry out repairs to the runway where potholing is occurring. This can be carried out by personnel from the SDWK.	
12.1.2	The runway is block cracking.		✓		Develop a pavement management plan to identify seal maintenance requirements and provide timing for the next reseal of Runway 11/29. AMS considers this reseal will be required within 5 years. The concern is that the rate of	

FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (to be completed by the Aerodrome Operator in separate document)
		✓	✓	✓		
					cracking may escalate quickly leading to an unplanned reseal.	
12.1.3	The runway surface texture depth was calculated during the 2020 inspection using sand patch tests.		✓		Include the sand patch test results in the aerodrome manual for ongoing reference.	
12.1.4	The runway thresholds were re-surveyed in 2021.		✓		Forward details of the threshold survey data as outlined in Section 12.1.4 of this report to Airservices Australia. Update applicable section(s) of the aerodrome manual.	
12.1.5	The transition from the sealed portions of Runway 05/23 to the gravel portions is becoming rough.		✓		Make smooth the transitions from the sealed portion of Runway 05/23 to the gravel portions.	
12.3	The Runway 11/29 RESAs do not meet the standard of the Part 139 MOS.		✓		Provide 90m long by 60m wide RESAs at the 11/29 runway strip ends. This will require modification to the fence location at both ends. Refer to Section 12.3 of this report for further details. If these works are not carried out, the Runway 11/29 RESAs must be listed as grandfathered facilities in the new aerodrome manual.	

FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (to be completed by the Aerodrome Operator in separate document)
		✓	✓	✓		
12.6	The drain leading from under Taxiway C requires regrading.		✓		Regrade and clean out the drain leading from under Taxiway C.	
13.1.1	The take-off gradients and/or supplementary distances for Runway 11/29 have changed.	✓			Issue the following NOTAM: NOTAMN RWY DECLARED DISTANCE AND GRADIENT CHANGES RWY TODA 11 1826(3.47%) 29 1796(2.42%) 05 1218(1.98%) 23 1218(2.6%) SUPPLEMENTARY DISTANCES RWY 11 1362(1.6%), 1501(1.9%), 1600(2.2%), 1675(2.5%), 1805(3.3%) RWY 29 1778(1.6%), 1787(1.9%), 1793(2.2%) RWY 05 944(1.6%), 1164(1.9%)	

FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (to be completed by the Aerodrome Operator in separate document)
		✓	✓	✓		
					RWY 23 1186(1.6%), 1199(1.9%). 1208(2.2%), 1215(2.5%) Update applicable section(s) of the aerodrome manual.	
13.1.2	The aerodrome has a published instrument approach procedure and it is a requirement to provide a copy of the survey to the instrument approach designer.		✓		Forward a copy of the aerodrome survey included at Appendix 5 of this report to (Airservices Australia).	
13.1.3	The RWY 11 take off to the east is infringed by tree growth.	✓			Immediately as a matter of urgency clear the land as shown in Section 13.1 of this report.	
13.4	The procedure for monitoring the instrument approach procedure critical obstacles is not documented.		✓		Document in the aerodrome manual the procedure for monitoring the critical obstacles and ensure the procedure is implemented.	
13.5	Additional VSS information could be included in the aerodrome manual to assist the AROs monitor the relevant airspace.		✓		Include the VSS information detailed in Section 13.5 of this report in the aerodrome manual.	
14.1	Some minor amendments are required to the paint markings.		✓		Amend the following markings: • Ensure the centreline is 450mm wide.	

FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (to be completed by the Aerodrome Operator in separate document)
		✗	✓	✓		
					• Paint turning guidance lines on the turn pads. • Re paint the holding position lines so their width is 300mm. • Repaint the apron markings including the pedestrian walkways.	
16.5	No evidence of load testing of the tie-downs was observed.			✓	Test and document in the aerodrome manual the strength of the tie-downs or remove the facilities. An alternative may be to publish in the ERSA-FAC that the tie-downs have not been load tested.	
AM 9.0	The aerodrome manual did not meet the form as required by the Part 139 MOS.		✓		Update the form of the aerodrome manual to align with the Part 139 MOS 10.02.	
AM 9.2	The aerodrome manual is being utilised under the previous MOS 139 standard.		✓		Implement and use the new manual (Part 139 MOS) once final approval from CASA is received.	
AM 9.3.1	The AIP annual review has not been carried out.		✓		Carry out and document a review of the AIP.	
AM 9.3.2	The NOTAM files was not up to date.		✓		Ensure a copy of all issued NOTAMs are placed on the Aerodrome Reporting file. A collation page at the front of the file is recommended.	

FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (to be completed by the Aerodrome Operator in separate document)
		✓	✓	✓		
AM 9.5	The aerodrome lighting 3 monthly inspections were either not being carried out and/or not reported.		✓		Ensure the 3 monthly lighting inspections are being carried out by the ARO and correctly recorded in the files.	
AM 9.11	Previous ATI reports, including electrical ATI reports, were not on file.		✓		Ensure the ATI and Electrical ATI are maintained on file.	
AM 9.16	Until the new manual is recognised by CASA it is a requirement to operate the aerodrome in accordance with the old manual. Regular SMS meetings are not being held.		✓		Hold SMS meetings every 3 months in accordance with the current manual. Alternatively, update the current manual to remove the requirement.	
AM 9.17	The current aerodrome manual states regular emergency exercises are required. There was no record of an emergency exercise being held since 2016.		✓		Conduct an emergency exercise or remove the requirement to hold exercises from the current aerodrome manual.	

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6 Introduction

Disclaimer

This report has been prepared by Aerodrome Management Services (AMS) for the Shire of Derby West Kimberely and may only be used with the permission of SDWK. Diagrams are for illustrative purposes only and should not be relied upon for the purposes of construction or maintenance of facilities.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed on the date of the inspection annotated in this report. AMS holds no responsibility or obligation to update this report to account for events or changes that occur subsequent to the inspection.

AMS does not accept liability in connection with any unverified information, errors or omissions in the documentation provided by the aerodrome operator to the AMS inspector. AMS does not accept responsibility for any errors in the report that arise due to any change to the aerodrome, its facilities or procedures subsequent to the inspection.

Administrative Requirements

The Part 139 MOS (section 12.08) outlines the responsibilities of the aerodrome operator once a copy of this technical inspection report has been received.

- The aerodrome operator must prepare a corrective action plan to address any defects or deterioration identified by the technical inspection.
- The plan must include a time frame for implementation.
- If an action proposed by the technical inspector is not supported by the aerodrome operator, the reasons for not supporting the action must be included in the relevant corrective action plan.
- The aerodrome operator must retain a record of this technical inspection report for at least 3 years. Where the operator has elected to have a part or parts of a technical inspection program conducted at different times under MOS section 12.08 subsection (1), then the operator must retain the records for each part of the inspection for at least 3 years after the last part was completed.
- The aerodrome operator must supply CASA with a copy of this report within 30 days of receiving it.
- If CASA makes a request in writing, the aerodrome operator must, within 30 days, supply CASA with a copy of the plan for corrective action, including details of any progress already made to address any defects or deterioration identified by the technical inspection.

Documents Reviewed

The following documents were reviewed as part of this inspection. Note: Where a document listed does not apply or is not in use at this aerodrome, it has been marked as Not Applicable or N/A.

Document	Number / Title (as applicable)	Version / Date / Last meeting	
Aerodrome NOTAMs (current)	Nil	Not applicable	
AIP	✓ ERSA-FAC	7 September 2023	
	✓ ERSA-RDS	7 September 2023	
	✓ DAP Aerodrome Chart	7 September 2023	
Aerodrome Manual	✓ MOS 139 – 'old' MOS	Version	Not shown
	☐ Part 139 MOS – 'new' MOS	Date	2017
Safety / Risk Management	✓ Safety Management System	Revision Date	Not shown
		Last Meeting	2015
Emergency Management	✓ AEP with Emergency Committee	Plan Version	Not shown
		Revision Date	2016
		Last Committee Meeting	2016
Emergency Preparedness	✓ AEP or AEPP *[Note: Emergency exercises (or real emergency requiring activation of plan) or annual review is required if AEP or AEPP in place.]*	Last Exercise	2016
		Real emergency requiring activation of plan	
		Annual review of plan	
Wildlife Hazard Management	✓ No WHMP. Applicable wildlife procedures contained within the Aerodrome Manual.	Refer to Sections 9 and 16 and Appendix 9 of this report.	
Aerodrome Records	✓ Training records	Refer to Section 9 and Appendix 9 (Sections 9.3 and 9.4) of this report.	
	✓ NOTAM records		
	✓ Serviceability inspections		

Reporting Period

The last aerodrome inspection was completed on the 22 September 2022.

The Year in Brief

Since the last inspection, there have been no major works or notable occurrences .

AMS has been advised CASA has not yet reviewed the aerodrome's Part 139 MOS aerodrome manual and associated documentation. The aerodrome's Transitional Aerodrome Certificate remains in place.

Certification

CASR 139.075 and the Part 139 MOS (sections 12.10 and 12.11) require the technical inspection of an aerodrome to be conducted by a person with relevant technical qualifications and experience, or demonstrable relevant technical experience.

This technical inspection was conducted by Kevin Thomas, a CASA approved Airport Inspector (Approval Number A012). Kevin has over 30 years' experience conducting aerodrome technical inspections and holds a Diploma in Engineering Surveying.

This aerodrome technical inspection was conducted in accordance with the requirements set by the Civil Aviation Safety Authority. The technical inspection procedure included an examination of evidence recorded by the aerodrome operator over the previous 12 month period. The opinions expressed in this report are based on this information and onsite observations.

I hereby certify that to the best of my knowledge, and conditional upon rectification of any indicated deficiencies, the published aerodrome data is correct and the aerodrome operating procedures, aerodrome facilities and equipment meet applicable safety standards.



……..
Signature

Kevin Thomas
Dip Eng Surv M.I.M.E.S.
Aerodrome Technical Inspector
Aerodrome Management Services Pty Ltd

PART A – REQUIRED ELEMENTS OF THE AERODROME TECHNICAL INSPECTION

7 Published Aerodrome Information

Section 5.01 of the MOS details certain information that an aerodrome operator must report to the AIS[2] provider. The AIS provider (Airservices Australia) also issues a Data Product Specification (DPS) document for each aerodrome. The Data Quality Requirements (DQR) for the DPS are published by Airservices Australia and can be accessed using the following link:

NOTAM-Data-Quality-Requirements-for-Aerodrome-Operators.pdf (airservicesaustralia.com)

Note: From the 11th of August 2023, requests to amend information published in the Aeronautical Information Package (AIP), which includes the En Route Supplement Australia (ERSA), must be submitted via the ADO[3] Portal located on the Airservices Australia website. Refer to www.adoportal.airservicesaustralia.com and www.airservicesaustralia.com for further details.

Finding 7.0

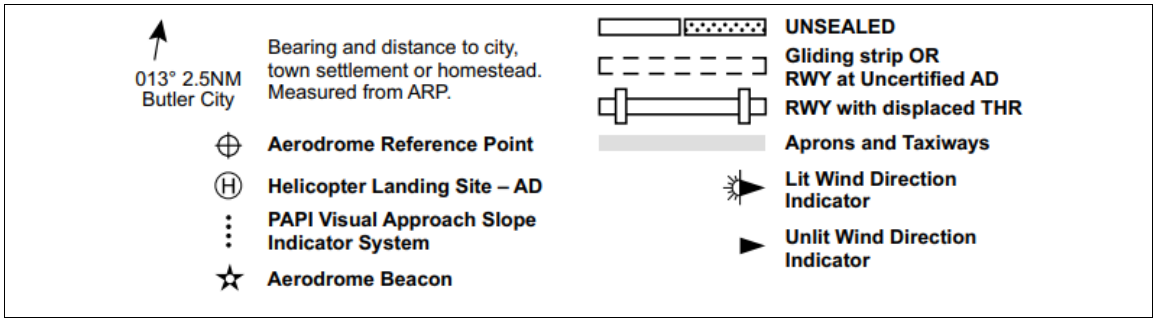
Airservices Australia is amending the method for updating AIP documents.

Corrective Action	Category	Description
7.0	Action required	From 11/08/2023, update the aerodrome's published information by accessing the ADO portal at www.adoportal.airservicesaustralia.com. Refer to the Airservices Australia website for further details. Update applicable section(s) of the aerodrome manual.

The information published in the AIP for this aerodrome was reviewed during the ATI.

7.1 En Route Supplement Australia (ERSA) – Aerodrome Diagram

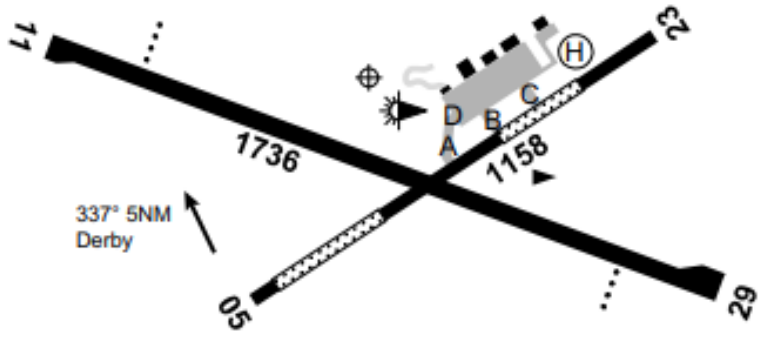
The facilities that must be annotated in the aerodrome diagram are illustrated in the legend below.



Aerodrome Diagram Legend (reproduced from AIP - ERSA Introduction)

[2] *AIS – Aeronautical Information Service*
[3] *ADO – Aeronautical Data Originator*

The aerodrome diagram published in the upcoming edition of the ERSA is reproduced below. The information included in the diagram is incomplete.



Finding 7.1

The aerodrome diagram in the ERSA-FAC requires updating.

Corrective Action	Category	Description
7.1	Action required	Update the following details on the aerodrome diagram and submit to Airservices Australia for publication using the ADO portal: • Delete the helicopter aiming point • Show apron to be the correct shape (refer Google Earth) Update applicable section(s) of the aerodrome manual.

7.2 ERSA – Other Aerodrome Information

Details of the aerodrome's facilities published in the ERSA were reviewed (see table below) and compared to the information contained within the aerodrome manual (AM). A copy of the FAC page from the upcoming edition of the ERSA is included at Appendix 6.

No.	Required information	Data	Correct in ERSA	Correct in AM
7.2.1	**GENERAL**			
	Name	Derby	✓	✓
	Elevation	24	✓	✓
	AVFAX Code	6902	✓	✓
	State / Territory	WA	✓	✓
	UTC time conversion	+8	✓	✓

No.	Required information	Data	Correct in ERSA	Correct in AM
	ICAO identifier	YDBY	✓	✓
	ARP Latitude	1722125	✓	✓
	ARP Longitude	1233938E	✓	✓
	Magnetic Variation	3 DEG E	✓	✓
	AD Usage Classification (Certified, Military, Uncertified, Joint)	Certified	✓	✓
	Aerodrome Operator Details			
	Name	Shire of Derby / West Kimberley	✓	✓
	Postal address	PO Box 94 Derby WA 6728	✓	✓
	Email (required)	Not listed	X	✓
	Website (if applicable)	Not applicable	N/A	N/A
	Phone number (Aerodrome Operator)	08 91910999	✓	✓
	Contact name	Not listed	N/A	N/A
	Contact H24 phone number	0418 922 415 0409 099 193 0455 551 709 0408 011 433 (ARO)	X	X
	Contact fax number	Not applicable	N/A	N/A
7.2.2	**REMARKS**			
	None shown		N/A	N/A
7.2.3	**HANDLING SERVICES AND FACILITIES**			
	AIR BP: 2330-0730 UTC JO, AH JET A1 by prior arrangement only. Call-out fees apply. Phone 0456 051 988. H24 AVGAS BP carnet card bowser.		✓	✓
7.2.4	**UNICOM / CAGRS**			
	None shown		N/A	N/A
7.2.5	**PASSENGER FACILITIES**			
	None shown		N/A	N/A
7.2.6	**RESCUE AND FIREFIGHTING SERVICES**			
	Not applicable		N/A	N/A

No.	Required information	Data	Correct in ERSA	Correct in AM
7.2.7	**APRONS AND TAXIWAYS**			
	Non shown		N/A	N/A
7.2.8	**AERODROME OBSTACLES**			
	Not applicable		N/A	N/A
7.2.9	**METEOROLOGICAL INFORMATION PROVIDED**			
	1. TAF CAT C, METAR/SPECI. 2. AWIS Phone 08 6216 2610 - Report faults to AD OPR. 3. AWIS FREQ 135.5 - Report faults to AD OPR.		✓	✓
7.2.10	**PHYSICAL CHARACTERISTICS**			
	05/23 054 38c 5700/550 (80PSI) Red gravel. Sealed 88M SW WID 18 RWS end; 186M NE end and 323M in centre 11/29 108 57a PCN 24 /F /B /1150 (167PSI) /T WID 30 RWS		✓	✓
7.2.11	**AERODROME AND APPROACH LIGHTING**			
	RWY 11/29 LIRL(1) AFRU+PAL 126.7 SDBY PWR AVBL RWY 11/29 PAPI AFRU+PAL 126.7 3.0 DEG51FT SDBY PWR AVBL (1) MAN ACT by AD OPR. H24 PN required. CTC AD OPR		✓	✓
7.2.12	**OTHER LIGHTING**			
	Nil listed		X	N/A
7.2.13	**ATS AND AERODROME COMMUNICATIONS FACILITIES**			
	FIA Brisbane Centre 122.1 On Ground.		✓	✓
7.2.14	**RADIO NAVIGATION AND LANDING AIDS**			
	NDB DBY 332 172124.6S 1234001.1E Range 50 (HN 50) (1) 200/1.0 to ARP		N/A	N/A
7.2.15	**LOCAL TRAFFIC REGULATIONS**			
	Nil listed		N/A	N/A
7.2.16	**FLIGHT PROCEDURES(if applicable)**			
	For special procedures which apply to the Horizontal Falls, see *ERSA GEN - SPECIAL PROCEDURES.*		✓	✓
7.2.17	**CTAF or CTAF - AFRU**			
	CTAF-AFRU 126.7 Outside Curtain TWR HR		✓	✓
7.2.18	**ADDITIONAL INFORMATION**			
	Bird and animal hazard exists. Inspections AVBL with 60m PN. Charges may apply.		✓	✓
7.2.19	**CHARTS RELATED TO THE AERODROME**			

No.	Required information	Data	Correct in ERSA	Correct in AM
	WAC #	2332	✓	✓
	Type A Chart (if applicable) (Edition #, month, year)	Not applicable	N/A	N/A
	AIP DAP (if applicable)	Also refer to AIP Departure and Approach Procedures	✓	✓

Finding 7.2

Information included in the ERSA-FAC requires updating.

Corrective Action	Category	Description
7.2	Action required	Update the following information via the Airservices Australia ADO portal: **AERODROME OPERATOR DETAILS** • Email address (now required) • Contact name for aerodrome operations. (Note: Position title is sufficient.) Although multiple mobile numbers are published, the associated person (position) has not been included. **OTHER LIGHTING** Add TWY LGTS: Blue edge. Update applicable section(s) of the aerodrome manual.

7.3 ERSA–Runway Distance Supplement (RDS)

A copy of the RDS due for publication in the upcoming edition of the ERSA is included at Appendix 7. The descriptive content is reproduced in the table below. Any changes to declared distances and gradients are highlighted in Section 13.1 of this report.

Runway	Descriptive details in ERSA-RDS
05/23	Fence 3FT ABV and 1270M FM SOT, across RCL has been taken into account in calculation of TODA GRAD and STODA Slope 0.1% down to SW. RWY WID 18 RWS WID 90
11	RWY 11 fences not taken into calculation of TODA GRAD and STODA.
29	Fence 1826M FM SOT and 78M L and R of CL 5FT ABV end of TODA. Fence 1885M FM SOT and on extended CL 6FT ABV end of TODA. Slope 0.1% down to W. RWY WID 30 RWS WID 90

Some of the descriptive content of the RDS is incorrect/incomplete.

Finding 7.3

The non-standard (grandfathered) approach inner edge length is not listed in the ERSA-RDS.

Corrective Action	Category	Description
7.3	Action required	Update the following information via the Airservices Australia ADO portal: RWY DISTANCE SUPPLEMENT 11/29 APCH inner edge length 150m 11/29 TKOF inner edge length 180m

7.4 DAP – Aerodrome Chart

Details of Terminal Instrument Flight Procedures are published by the AIS provider in the Departure and Approach Procedures (DAP). A copy of the aerodrome chart due for publication in the upcoming edition of the DAP is included at Appendix 8 and was reviewed during this ATI. The approach procedure charts were not reviewed as this is the responsibility of the approach designer.

The information included in the DAP aerodrome chart was determined to be incomplete.

Finding 7.4

Information included in the DAP aerodrome chart requires updating.

Corrective Action	Category	Description
7.4	Action required	Update the DAP Aerodrome Chart via the Airservices Australia ADO portal by adding / deleting the following information: • Delete the helicopter aiming point • Show apron to be the correct shape (refer Google Earth) Update applicable section(s) of the aerodrome manual.

8 Aerodrome Manual and Operating Procedures

The current aerodrome manual was reviewed utilising compliance and performance markers adapted from the CASA SMS Framework[4]. The technical inspection must include a check of the currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents [MOS 12.09 (6)(a)ii].

A tabulated summary of the manual review and any findings are included at Appendix 9.

[4] *SAFETY MANAGEMENT SYSTEM Form 1591 (casa.gov.au)*

9 Personnel (MOS Chapter 13, CASR 139 and CASR 175)

9.1 Required Personnel

CASR 139.110 and MOS Sections 10.01(4), 13.01 and 17.01 stipulate the requirement for certain personnel at a certified aerodrome. Refer also to Advisory Circular 139.C-02 v1.0 'Aerodrome personnel'[5]. The required key personnel must be documented in the aerodrome manual.

The required positions and assigned personnel listed in the current aerodrome manual are detailed below.

Required Position	Name of person(s) l	Manual correct
Accountable Manager	Amanda Dexter	X
Manager	Wayne Neate	✓
ARO(s)	Boni Sinclair Wayne Neate Chris Hammer Broddie Hammer Peter Bunworth	X
WSO(s)	ARO	✓
Wildlife Hazard Monitoring	ARO	✓
Aerodrome Manual Controller(s)	Wayne Neate	✓
AIP Responsible Person (CASR Part 175.445)	Wayne Neate	✓
NOTAM authorised person(s)	ARO	✓
NOTAM Group Manager	Wayne Neate	✓
Person responsible for managing the Technical Inspection Program in accordance with MOS 11.10.	Wayne Neate	✓

[5] *AC 139.C-02 v1.0 - Aerodrome personnel (casa.gov.au)*

Finding 9.1

Personnel have not been nominated to some of the key positions required by the Part 139 MOS. Others listed in the aerodrome manual as holding key positions are incorrect.

Corrective Action	Category	Description
9.1	Action required	Nominate personnel to all required positions and ensure they are familiar with the responsibilities of the role(s). Update the aerodrome manual to include the names of current personnel holding the key positions.

9.2 Training and Assessment of Personnel

The aerodrome operator is responsible for ensuring its personnel can competently and safely discharge their duties. CASA recommends a three phase training program that incorporates initial, recurrent and refresher training. Recurrent training is recommended every two years and should not exceed five years. An alternative to recurrent training is continuous competence checking. Refer to Advisory Circular 139.C-02 v1.0 0 'Aerodrome personnel'[6].

Training records for AROs/WSOs were reviewed during this inspection and are summarised below.

Name	ARO Training –Completion Date	AROC – Date of Issue
Boni Sinclair	30/5/2010	30/5/2010

Finding 9.2.1

Training records were not observed for some AROs/WSOs.

Corrective Action	Category	Description
9.2.1	Action required	Ensure training records for all AROs/WSOs are maintained on file.

Finding 9.2.2

Training records indicated recurrency training for some AROs/WSOs has not occurred within CASA's recommended time intervals.

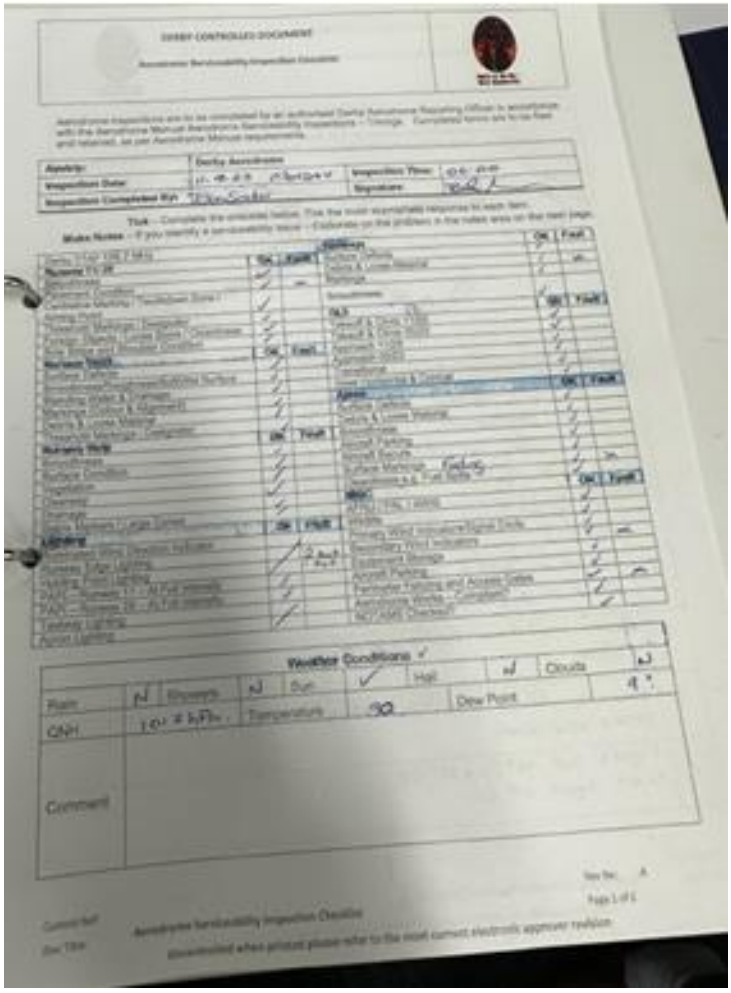
Corrective Action	Category	Description
9.2.2	Action recommended	Ensure all AROs /WSOs receive recurrency training in accordance with the recommendations outlined in Advisory Circular 139.C-02 Aerodrome Personnel.

[6] *AC 139.C-02 v1.0 - Aerodrome personnel (casa.gov.au)*

9.3 Competency of AROs and WSOs

Based on a review of the Serviceability Inspection Reports, the general condition and operation of the aerodrome and observation of duties conducted by the ARO(s) during the site visit, the ARO(s) was observed to be generally competent to carry out the required duties in accordance with the MOS.

However, a system for ongoing Validation of Competency (VOC) for ARO/WSO personnel was not evident and this is recommended in line with industry best practice.



Completed Daily Serviceability Checklist

Finding 9.3

Evidence of ongoing Validation of Competency (VOC) for AROs/WSOs was not observed.

Corrective Action	Category	Description
9.3	**Action recommended**	Develop and implement an annual VOC process for all AROs/WSOs. AMS can provide, on request, a checklist of recommended competencies for review.

10 Safety Management System (SMS) or Risk Management Plan (RMP)

CASA recommends that all certified aerodromes implement an SMS, although the requirement for an SMS or RMP is determined by the trigger criteria outlined in the Part 139 MOS (and further explained in Advisory Circular 139.A03 v1.0 'Application of aerodrome standards'[7]). The SMS was last reviewed 2016.

This aerodrome has an SMS in place. Minutes of the latest SMS meeting dated were reviewed and it was found that the last SMS meeting was 2016.

Finding 10.1

The SMS meeting is overdue.

Corrective Action	Category	Description
10.1	Action required	Either hold an SMS meeting as soon as practicable. Ensure the meeting schedule detailed in the aerodrome's SMS is adhered to. Consider not having a SMS.

11 Supporting Documentation

The following supporting documentation is listed by the aerodrome operator as currently being in use at this aerodrome. Any of the documents that are also listed in Section 6 of this report were reviewed as part of the inspection.

Document # / System ID	Title	Comments
Not recorded	Safety Management System	Refer to Section 10 of this report.
Not recorded	Drug and Alcohol Management Plan (DAMP)	Reviewed and deemed acceptable. Records of certificates were reviewed.

[7] *AC 139.A-03 v1.0 - Application of aerodrome standards (casa.gov.au)*

12 Movement Area

12.1 Runway(s)

Runway 11/29

This runway is 1736 meters long by 30 meters wide. It is sealed and has 3 metre wide sealed shoulders.

The runway is in good condition except for visible cracking and some minor pot holing. This cracking is occurring at various locations along the entire runway length. The cracking is primarily longitudinal but some lateral cracking is evident.

The pot holing is minor but requires immediate repair. Failure to do so could result in further deterioration and foreign object damage (FOD) to an aircraft. These potholes are along the centreline or very close to the centreline in various locations from the intersection of the runway then to the west. There are at least five locations of this occurrence.



Finding 12.1.1

The runway is developing a series of potholes along and close to the centreline.

Corrective Action	Category	Description
12.1.1	**Immediate action required**	**IMMEDIATELY** carry out repairs to the runway where potholing is occurring. This can be carried out by personnel from the SDWK.

The pavement appears to ride smoothly with no discernable wheel rutting and no deformation.

Most cracks have been patch sealed, but more work is required. Failure to seal these cracks prior to the wet season is critical. If water can enter the pavement through open cracks, the pavement may fail.

The concern is that the cracking will worsen at an increased rate. It is felt that a reseal will be required in 4 years. The aerodrome operator should develop a pavement management plan that will identify the need for seal maintenance including reseals.

The flushing in the wheel tracks is minor and no concern.

Gallery of photos provided below for ongoing assessment.







Finding 12.1.2

The runway is block cracking.

Corrective Action	Category	Description
12.1.2	Action required	Develop a pavement management plan to identify seal maintenance requirements and provide timing for the next reseal of Runway 11/29. AMS considers this reseal will be required within 5 years. The concern is that the rate of cracking may escalate quickly leading to an unplanned reseal.

Runway Surface Texture

Sand patch testing of the runway was carried out in December 2020. The results are reproduced below for ongoing reference. Further testing is not required prior to December 2030 unless any of the following occur [refer to the Part 139 MOS 6.09 (2)]:

- The surface is reconstructed or overlayed.
- A surface treatment or enrichment is applied to any part of the runway.
- A written direction is received from CASA.

The result was a texture depth of 0.94 to 1.59mm. Note: Chainage 00 is at the West end.

CHAINAGE	OFFSET	DIAMETER (MM)	TEXTURE DEPTH (MM)
173.6M	4mR	220	1.32
347.2M	4mL	220	1.32
520.8M	11mR	220	1.32
694.4M	4mL	260	0.94
868.6M	4mR	260	0.94
1041.6M	11mL	220	1.32
1215.2M	4mR	230	1.20
1388.8M	4mL	230	1.20
1562.4M	11mR	200	1.59

Sand patch test results (2020)

Finding 12.1.3

The runway surface texture depth was calculated during the 2020 inspection using sand patch tests.

Corrective Action	Category	Description
12.1.3	**Action recommended**	Include the sand patch test results in the aerodrome manual for ongoing reference.

Runway Threshold Data

The Data Quality Requirement (DQR) for runway threshold point coordinates is accuracy to within 1 metre. For runways with instrument flight procedures with approach vertical guidance, the DQR for the landing threshold point (which usually coincides with the runway threshold point coordinates) is 0.3 metres. Due to tectonic movement, these coordinates should be reviewed at least every 5 years to ensure ongoing accuracy. The DQR for threshold point elevation is accuracy to 0.25 metres.

The runway threshold coordinates are published in the Designated Airspace Handbook[8] (DAH). The entry for this aerodrome in the 16 June 2022 issue of the DAH is reproduced below.

Aerodrome	Bearing (True)	Runway	Latitude	Longitude
DERBY	110.42	11	172207.84S	1233912.41E
DERBY	290.41	29	172227.54S	1234007.53E
DERBY	56.16	05	172228.48S	1233929.85E
DERBY	236.16	23	172207.55S	1234002.36E

The runway threshold elevations are published on the DAP aerodrome chart (see Appendix 8 and the table below).

Runway Designator	Threshold Point Elevation
11	18 feet (5.49m)
29	24 feet (7.32m)
05	23 feet (7.01m)
23	19 feet (5.79m)

[8] *Designated Airspace Handbook (Airservices Australia)*

During the 2021 inspection, the runway thresholds were surveyed, and the data is reproduced in the table below.

Runway Designator	Threshold Point Coordinates	Threshold Point Elevation (metres)	Date of assessment
11	17 22" 07.77"S 123 39' 12.432"E	6.031m	28.09.21
29	17 22' 27.46"S 123 40' 07.561"E	7.612m	28.09.21
05	17 22; 28.424"S 123 39' 29.88"E	5.630m	28.09.21
23	17 22' 07.498"S 123 40' 02.402"E	6.970m	28.09.21

The published data does not reflect the 2021 survey data.

Finding 12.1.4

The runway thresholds were re-surveyed in 2021.

Corrective Action	Category	Description
12.1.4	Action required	Forward details of the threshold survey data as outlined in Section 12.1.4 of this report to Airservices Australia. Update applicable section(s) of the aerodrome manual.

Runway 05/23

The runway is 1158m by 18m wide.

Same comments as last year.

This gravel runway has sealed ends and a sealed portion where it crosses Runway 11/29. The gravel portions are smooth however the transition onto the sealed sections is becoming rough. The worst is the transition from gravel to seal at the northeast end.



Finding 12.1.5

The transition from the sealed portions of Runway 05/23 to the gravel portions is becoming rough.

Corrective Action	Category	Description
12.1.5	Action required	Make smooth the transitions from the sealed portion of Runway 05/23 to the gravel portions.

12.2 Runway Strips

Both runway strips are 90m wide and 60m longer than the runway with the exception of the east end of Runway 11/29 where there is 100m from runway end to strip end. The Runway 11/29 strip width is grandfathered as the current requirement is for the strip to be 280m wide.

The surfaces are smooth and firm with a low vegetation cover.

12.3 Runway End Safety Areas (RESAs)

With the exception of a Code 1 or 2 non-instrument runway, a RESA must be provided at the end of each runway strip that, as a minimum, is twice the width of the runway. The longitudinal and transverse slopes on any part of a RESA must not exceed 5%. See MOS 6.26.

The minimum length of the RESA at each end of the runway is detailed in MOS 6.26 and reproduced in the table below. Where the RESA meets the minimum length but does not meet the *preferred length*, this must be detailed in the aerodrome manual in accordance with MOS 1.08(4).

Runway Code No.	Minimum length of RESA	Preferred length of RESA
1 or 2	60 m	120 m
3 or 4	90 m; or 240m (if the runway is intended for scheduled international air transport operations)	240 m

MOS Table 6.26(4) The minimum length of a RESA

The RESAs were discussed at length in last year's report. The same information is reproduced below.

Runways 05 and 23 are Code 1 non-instrument runways and therefore RESAs are not required.

Previous Australian standards allowed the RESA to be measured from the end of the runway, rather than from the end of the runway strip. The Runway 11/29 RESAs exist as per the old standard. That means there is a 90 metre RESA abutting the runway ends at each end. It may be possible to grandfather this in the new aerodrome manual. If it is not grandfathered, then a RESA that is a minimum of 90m in length beyond the ends of the runway strip will be required. This will mean the reduction in runway strip length at the eastern end (no reduction to actual runway length) and a relocation of the fence.

The SDWK should consider a project to provide a 90m long RESA at the eastern end by reducing the length of the runway strip by 30m and shifting the fence 3m to the east. This will also have the added benefit of reducing the TODA gradients.

The western end will also require some minor earthworks to provide a 90m long by 60m wide RESA beyond the end of the runway strip.

Finding 12.3

The Runway 11/29 RESAs do not meet the standard of the Part 139 MOS.

Corrective Action	Category	Description
12.3	Action required	Provide 90m long by 60m wide RESAs at the 11/29 runway strip ends. This will require modification to the fence location at both ends. Refer to Section 12.3 of this report for further details. If these works are not carried out, the Runway 11/29 RESAs must be listed as grandfathered facilities in the new aerodrome manual.

12.4 Taxiway

Taxiway A and Taxiway B

Both taxiways were reconstructed in 2018. They are in good condition with a relatively new seal.





Taxiway C

Taxiway C was in a serviceable condition being sealed and leading to the gravel runway. The interface between gravel and seal was reasonably smooth.

12.5 Apron

The apron was reconstructed in 2018. It is therefore in relatively new condition with an excellent seal. However, in some areas fuel spills have marked the surface.

There are varying seal types in use, ranging from asphalt to spray chip seal. The chip seal has varying stone type and sizes. This combines well with no interface problems. The apron is lightly used so impact is minimal.





12.6 Drainage

Same comments as last year

The movement area drainage consists of several open unlined drains. They were generally clear and clean. The exception is the outfall from the drain under Taxiway C. Whilst still allowing water flow, the drain capacity is limited by a build-up of silt.

Finding 12.6

The drain leading from under Taxiway C requires regrading.

Corrective Action	Category	Description
12.6	Action required	Regrade and clean out the drain leading from under Taxiway C.

13 Obstacle Limitation Surfaces (OLS)

13.1 Take-off and Approach Surfaces

The survey of the take-off and approach surfaces for the aerodrome is detailed in Appendix 5.

All four take offs were surveyed.

Take off 11 to the east was found to have a take-off gradient in excess of the allowable gradient of 3.3%. Note the object, a tree was outside the approach splay and there the 3.3% approach was not infringed.

Clearing must be carried out as shown in the Google earth photo below. This is essential for the safe operation of aircraft as their performance is predicated on having a clear, un-infringed take off surface.



Finding 13.1.1

The take-off gradients and/or supplementary distances for Runway 11/29 have changed.

Corrective Action	Category	Description
13.1.1	**Immediate action required**	Issue the following NOTAM: NOTAMN RWY DECLARED DISTANCE AND GRADIENT CHANGES RWY TODA 11 1826(3.47%) 29 1796(2.42%) 05 1218(1.98%) 23 1218(2.6%) SUPPLEMENTARY DISTANCES RWY 11 1362(1.6%), 1501(1.9%), 1600(2.2%), 1675(2.5%), 1805(3.3%) RWY 29 1778(1.6%), 1787(1.9%), 1793(2.2%) RWY 05 944(1.6%), 1164(1.9%) RWY 23 1186(1.6%), 1199(1.9%). 1208(2.2%), 1215(2.5%) Update applicable section(s) of the aerodrome manual.

Finding 13.1.2

The aerodrome has a published instrument approach procedure and it is a requirement to provide a copy of the survey to the instrument approach designer.

Corrective Action	Category	Description
13.1.2	**Action required**	Forward a copy of the aerodrome survey included at Appendix 5 of this report to (Airservices Australia).

Finding 13.1.3

The RWY 11 take off to the east is infringed by tree growth.

Corrective Action	Category	Description
13.1.3	**Immediate Action required**	Immediately as a matter of urgency clear the land as shown in Section 13.1 of this report.

13.2 Transitional Surfaces

A visual assessment of the transitional surfaces was conducted, and potential infringements surveyed.

The transitional critical objects were surveyed. The details are outlined in the table below.

No	Description	Chainage	Offset	Ht abv CL	Infringement?
1	Tree	777	112.8	1.59	-8.88 No
2	Antennae	771.6	310.8	31.46	-6.52 No
3	Wind Indicator	812.6	141.5	8.79	-4.99 No
4	Weather Station	846.7	128.6	8.96	-2.97 No
5	Flood Light	980.6	218.9	18.93	-6.79 No
6	Tree	768.6	98.6	5.58	-2.77 No

For information only, the above objects would not infringe a 150m wide runway strip.

13.3 Visual Assessment of the OLS

The inner horizontal and conical surfaces were visually assessed from the aerodrome and no new obstacles were identified. All published obstacles were verified.

No new obstacles were found that would affect the TIFP.

13.4 Critical Object Monitoring

The technical inspection must include a check of the aerodrome operator's monitoring of the instrument approach procedure-critical obstacles nominated by the procedure designer for any terminal instrument flight procedures published for the aerodrome [Part 139 MOS 12.09(1)(c)].

The procedure is not documented in the aerodrome manual or subsidiary documentation.

Finding 13.4

The procedure for monitoring the instrument approach procedure critical obstacles is not documented.

Corrective Action	Category	Description
13.4	Action required	Document in the aerodrome manual the procedure for monitoring the critical obstacles and ensure the procedure is implemented.

13.5 Visual Segment Surface

The Visual Segment Surface (VSS) is a PANS-OPS design segment of a straight-in instrument approach procedure, which needs to be monitored and kept clear of any penetrations by obstacles. Further information is available in Advisory Circular 139-21 'Visual segment surface: Monitoring requirements and the reporting of obstacles'[9].

Details of the VSS are reproduced below. The VSS was considered during the survey conducted as part of this technical inspection and no infringements were found.

Details of the VSS are not included in the aerodrome manual. Their inclusion in the manual would assist the AROs to monitor the applicable airspace.

VSS Runway 11	
VSS 11 Parameters:	Not Penetrated
Inner Edge	90m
Start Pt fm THR	60m
Divergence (L)	15% (8.53 deg)
Divergence (R)	15% (8.53 deg)
End Pt fm THR	1787.2m
Height at end point	204ft/62.2m
Surface Gradient	1.88 deg
Nominal Descent Gradient	3.0 deg

[9] *AC 139-21 Visual segment surface: Monitoring requirements and the reporting of obstacles (casa.gov.au)*

VSS Runway 29	
VSS 29 Parameters:	Not Penetrated
Inner Edge	90m
Start Pt fm THR	60m
Divergence (L)	15% (8.53 deg)
Divergence (R)	37.48% (20.53 deg)
End Pt fm THR	5223.1m
Height at end point	580ft/176.8m
Surface Gradient	1.88 deg
Nominal Descent Gradient	3.0 deg

Finding 13.5
Additional VSS information could be included in the aerodrome manual to assist the AROs monitor the relevant airspace.

Corrective Action	Category	Description
13.5	**Action recommended**	Include the VSS information detailed in Section 13.5 of this report in the aerodrome manual.

13.6 Type A Chart
Not applicable at this aerodrome.

14 Visual Aids
Visual aids include aerodrome markings, markers, signs, and wind direction indicators.

14.1 Aerodrome Markings
Runway(s)

The runway markings were clear and bright. They were correct with the Part 139 MOS except for the absence of turning guidance lines and turning pad edge lines on each turn pad (Runway 11/29).

A check of the runway centreline found it to be less than 450mm. Part 139MOS 8.19.7(b) requires the width to be 450mm. The centreline must be repainted to a 450mm width at the next repaint.

Taxiway(s)

The taxiway markings are clear and correct. The holding position lines will require repainting to the new dimensions required by the Part 139 MOS. The required width of the lines has increased from 150mm to 300mm. This can be delayed until the next repaint.

Apron

The apron markings are correct with apron markings plans and the Part 139 MOS. It was identified in a CASA audit that the lead in lines do not stop and start with the required 900mm distance from other markings, for example holding position lines and the parking clearance line. This work has been done.

It was noted the pedestrian walkway markings and other markings were faded.





Finding 14.1

Some minor amendments are required to the paint markings.

Corrective Action	Category	Description
14.1	Action required	Amend the following markings: • Ensure the centreline is 450mm wide. • Paint turning guidance lines on the turn pads. • Re paint the holding position lines so their width is 300mm. • Repaint the apron markings including the pedestrian walkways.

14.2 Markers

All markers were in good condition and correctly laid out.

14.3 Wind Direction Indicator

The primary wind direction indicator (WDI) and the secondary WDI near the runway intersection were found to be in good condition.



14.4 Movement Area Guidance Signs (MAGS)

Movement area guidance signs (MAGS) include mandatory instruction signs and information only signs.

Not applicable at this aerodrome.

14.5 Airside Vehicle Control Signs

Not applicable at this aerodrome.

14.6 Protection of Navigational Aids and Meteorological Equipment Signs

Not applicable at this aerodrome. The NDB is remote from the aerodrome.

15 Aerodrome Lighting

15.1 General

The aerodrome lighting was not reviewed during this inspection as this is covered under the Electrical Annual Technical Inspection (EATI). Serviceability Inspection records of the aerodrome lighting were considered as part of the aerodrome manual review as detailed in Appendix 9.

An electrical ATI was carried out by an AMS electrician the week prior to this inspection.

15.2 Standby and Emergency Aerodrome Lighting

The following types of standby and/or emergency lighting are available at this aerodrome:

- The aerodrome has a standby genset.

16 Other Equipment or Facilities at the Aerodrome

16.1 Radios

There are three handheld radios, an in-car radio and a base station radio. All are in good condition. Trained AROs hold Aeronautical Radio Operator Certificates (AROCs).

16.2 Aerodrome fencing and gates

The fence is in reasonable condition. Continual repairs are required where animals have entered. The repairs consist of rock and other material to block holes under the fence. There is a high level of kangaroos in the area.



16.3 Equipment for bird and wildlife dispersal

There is no specific equipment for bird and wildlife dispersal at this aerodrome. A vehicle with a horn is available to disperse birds and animals as required.

16.4 Equipment for aerodrome emergencies

There is no equipment for aerodrome emergencies at this aerodrome.

16.5 Light Aircraft Tie-down Facilities

An aerodrome operator may provide tie-down facilities only if they are of a sufficient strength to securely hold down the aircraft type for which they are provided. CASA recommends the design of the facilities should be determined in consultation with an engineering consultant or manufacturer of the system [Part 139 MOS 21.01].

Tie-down facilities must be fixed to the ground using embedded anchors which must be not more than 25mm above ground level.

Finding 16.5

No evidence of load testing of the tie-downs was observed.

Corrective Action	Category	Description
16.5.	**Action recommended**	Test and document in the aerodrome manual the strength of the tie-downs or remove the facilities. An alternative may be to publish in the ERSA-FAC that the tie-downs have not been load tested.

PART B – APPENDICES

Appendix 1 - Definitions and Acronyms

The following definitions and acronyms have been sourced from the Part 139 MOS.

Reference	Definition
aerodrome facility	Any of the following physical things at an aerodrome as mentioned in the Part 139 MOS for an aerodrome: • the physical characteristics of any movement area including runways, taxiways, taxilanes, shoulders, aprons, primary and secondary parking positions, runway strips and taxiway strips; • infrastructure; • structures; • equipment; • earthing points; • cables; • lighting; • signage; • markings; • visual approach slope indicators; • any other similar thing that is physical matter and is used for the operation of aircraft at the aerodrome. *Note 1 – aerodrome facilities are physical matter. Management and administrative processes do not constitute an aerodrome facility.*
aerodrome movement	For an aircraft, means a take-off, a landing or a touch-and-go.
aerodrome reference code (ARC)	The ARC is made up of three elements: • a code number determined by the aeroplane reference field length (code number or runway code number); and • a code letter determined by the aeroplane wingspan (code letter); and • the OMGWS.
aerodrome reference point (ARP)	Means the designated geographical location of an aerodrome.
aerodrome technical inspection (ATI)	An inspection of the facilities, equipment and operation of a certified aerodrome, conducted by, or on behalf of, the aerodrome operator to ensure detection of any deterioration that could make any of the facilities, equipment or operations unsafe for aircraft operations.
aerodrome reference field length	The minimum field length required for an aeroplane to take off at maximum certificated take-off mass, at sea level, in standard atmospheric conditions, in still air and with zero runway slope, as shown in: • the aeroplane's aircraft flight manual approved by the national aviation authority which issued the initial type certificate for the aeroplane; or

Reference	Definition
	• equivalent data from the aeroplane manufacturer.
AIP	Aeronautical Information Publication
AIP-ERSA	Aeronautical Information Publication – En Route Supplement of Australia
aircraft movement	One of the following: • the landing of an aircraft at an aerodrome; • the take-off of an aircraft from an aerodrome; • a touch-and-go manoeuvre of an aircraft at an aerodrome.
aircraft movements	When referred to numerically for an aerodrome, for a financial year, means the numbers of aircraft movements at the aerodrome during the financial year, as compiled by the aerodrome operator or the ATS provider. *Note: CASA may require an aerodrome operator or an ATS provider to provide it with aircraft movement data. See CASR 139.140 and 139.145.*
air transport operation	As per clause 3 of Part 2 of the CASR Dictionary. A passenger transport operation, or a cargo transport operation, that: • is conducted for hire or reward; or • is prescribed by an instrument under CASR 201.025. *Note – an aerial work operation is not an air transport operation.*
air transport passenger	A passenger in an air transport operation.
air transport passenger movement numbers	For an aerodrome, for a financial year, means the numbers, published by the Department, of air transport passenger movements at the aerodrome during the financial year, and any reference to air transport passenger movements is a reference to the movements compiled in these numbers.
CASR	Civil Aviation Safety Regulations 1998
clearway (CWY)	A defined area at the end of the TORA, on the ground or water under the control of the aerodrome operator, that is selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height.
DAP	Departure and Approach Procedures
Department	The Department of State of the Commonwealth that is administered by the Minister who, from time to time, administers CASR. Currently, this is the Department of Infrastructure, Transport, Regional Development and Communications but may change from time to time in accordance with Administrative Arrangements Orders made by the Governor General.
ERSA - FAC	The pages of the ERSA that pertain to a particular aerodrome/heliport.
facility	Has the same meaning as aerodrome facility.
grandfathered facility	An existing aerodrome facility (the facility) and the obstacle limitation surfaces associated with an existing runway that is part of the existing aerodrome facility (the OLS) that, on and after the commencement of this MOS, do not comply with the standards in this MOS, provided that: (a) the facility and the OLS complies, and continues to comply, with the

Reference	Definition
	standards which applied to the facility and the OLS immediately before the commencement of this MOS; and *Note CASA guidance documents identify the range of previous standards that may have applied.* (b) the aerodrome operator's aerodrome manual: (i) identifies the facility and the OLS; and (ii) sets out in detail how the facility and the OLS do not comply with this MOS.
gravel	For a surface, means that the surface is comprised of gravel and nay binding additives but is not sealed.
IAW	in accordance with
international air transport operation	An international air transport operation whether or not it is conducted in accordance with a published schedule.
manoeuvring area	That part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
Method of Working Plan (MOWP)	A plan to ensure that aerodrome works do not present a hazard to aircraft operations.
movement area	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons.
NOTAM	Notice to Airmen. A notice issued by the NOTAM Office containing information or instructions concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to persons concerned with flight operations.
Obstacle Limitation Surfaces (OLS)	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. The OLS are as follows: • the outer horizontal surface; • the conical surface; • the inner horizontal surface; • the approach surface; • the inner approach surface; • the transitional surface; • the inner transitional surface; • the baulked landing surface; • the take-off climb surface.
obstacles	Fixed (whether temporarily or permanent) 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

Reference	Definition
	• stand outside the defined surfaces mentioned above and that have been assessed as being a hazard to air navigation.
OMGWS	Outer main gear wheel span
PAL	Pilot activated lighting system
PAPI	Precision Approach Path Indicator
RDS	Runway Distance Supplement
RESA	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	A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
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.
sealed	For a surface, means that the surface is wholly, or preponderantly, sealed with a surface treatment which may include bitumen, asphalt, concrete or another suitable treatment.
stopway	A defined rectangular area on the ground at the end of the take-off run available prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off.
STODA	Supplementary Take-off Distance Available
taxiway	A defined path on aerodrome on land, established for the taxiing of aircraft from one part of an aerodrome to another. A taxiway includes a taxilane, an apron taxiway and a rapid exit taxiway.
taxiway strip	An area including a taxiway provided to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft which accidentally runs off the taxiway.
threshold	The beginning of that potion of the runway usable for landing.
TODA	Take-off Distance Available. The full length of the runway plus the length of any clearway. If there is no designated clearway, the part of the runway strip between the end of the runway and the runway strip end must be included as part of the TODA. TODA = TORA + CWY
TORA	Take-off Run Available. The full length of the runway available in the relevant take-off direction. TORA = length of runway. Neither stopway nor clearway are included in the TORA.
visual aids	Visual aids to navigation in the form of markers, markings, lights, signs, signals, displays or wind direction indicators, or combinations of these, which provide information to aircraft and vehicles on, or using, the movement area of an aerodrome.

Appendix 2 - Aerodrome Management Processes - Trigger Criteria

	Air transport passenger numbers (per year) ** must be considered concurrently with aircraft movement numbers (refer bottom of table)					
Requirement	0 < 10 000	10 000 < 25 000	25 000 < 50 000	50 000 < 350 000	350 000 +	International
Safety / risk management ** Review concurrently with items (1) and (2)*			Risk management plan	Safety management system		ICAO Annex 19 Safety management system
Technical inspections ** Review concurrently with items (6), (7) and (8)*	Validation only	Split technical inspection (some elements may be conducted bi-annually)		Full technical inspection		
Emergency Plan ** Review concurrently with item (3)*	May be covered under local emergency management arrangements			Aerodrome Emergency plan		
Emergency committee					Aerodrome Emergency committee	
Emergency preparedness ** Review concurrently with item (4)*	Emergency induction program			Emergency exercises (modular testing / full scale exercise)		
Wildlife hazard management ** Review concurrently with item (5)*	Wildlife hazard management plan recommended where a high wildlife risk exists at the aerodrome			Wildlife hazard management plan		

Aircraft movement numbers (per year)
** must be considered concurrently with air transport passenger numbers (refer top of table)

(1) Risk management plans are required for more than 20 000 up to but not including 50 000 aircraft movements.

(2) A safety management system is required for 100 000 or more aircraft movements.

(3) An Aerodrome Emergency Plan is required for 100 000 or more aircraft movements.

(4) Emergency exercises (modular testing / full scale exercise) is required for 100 000 or more aircraft movements.

(5) A wildlife hazard management plan is required for 100 000 or more aircraft movements.

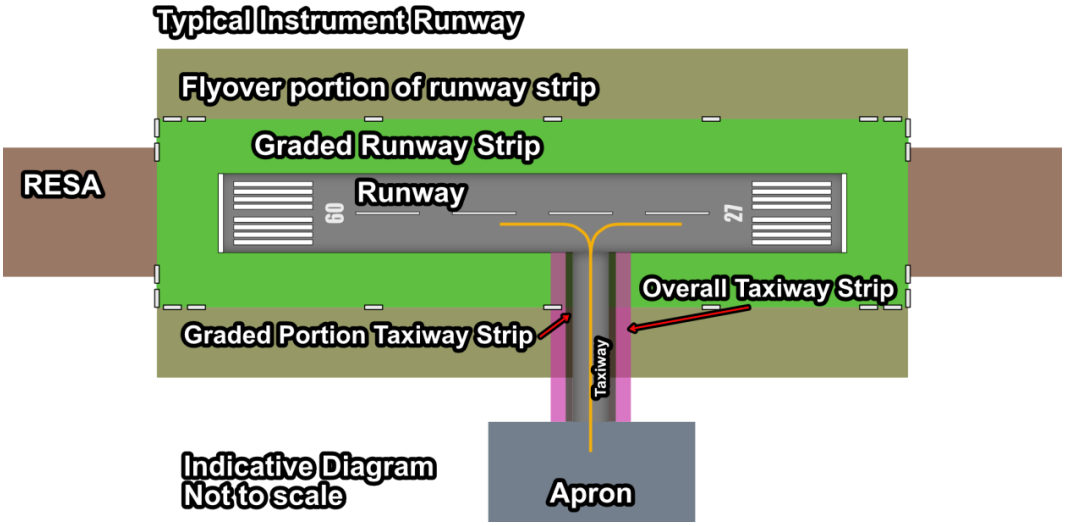
(6) Annual validations are required for aircraft movement numbers below 20 000.

(7) 'Split' Technical Inspections are required for 20 000 or more up to but not including 100 000 aircraft movements.

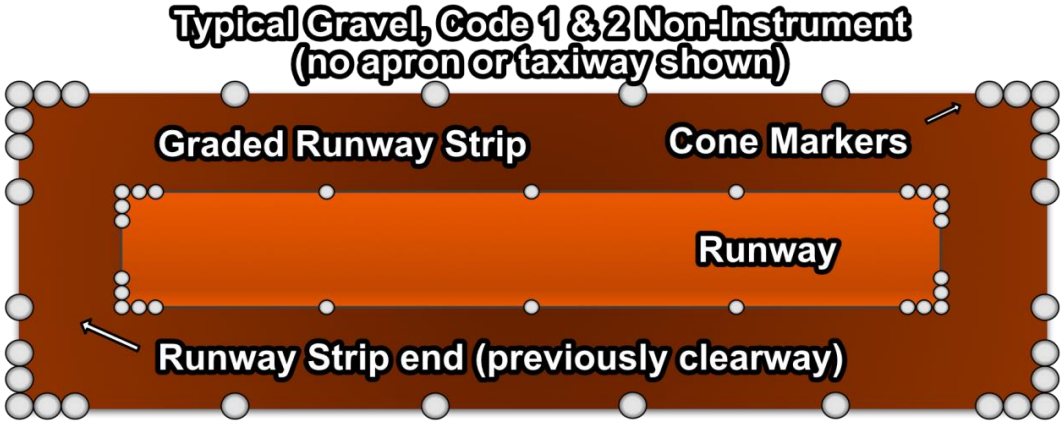
(8) Technical Inspections are required for 100 000 or more aircraft movements.

Reproduced from AC 139.A03 v1.0 Application of aerodrome standards (CASA, June 2020)

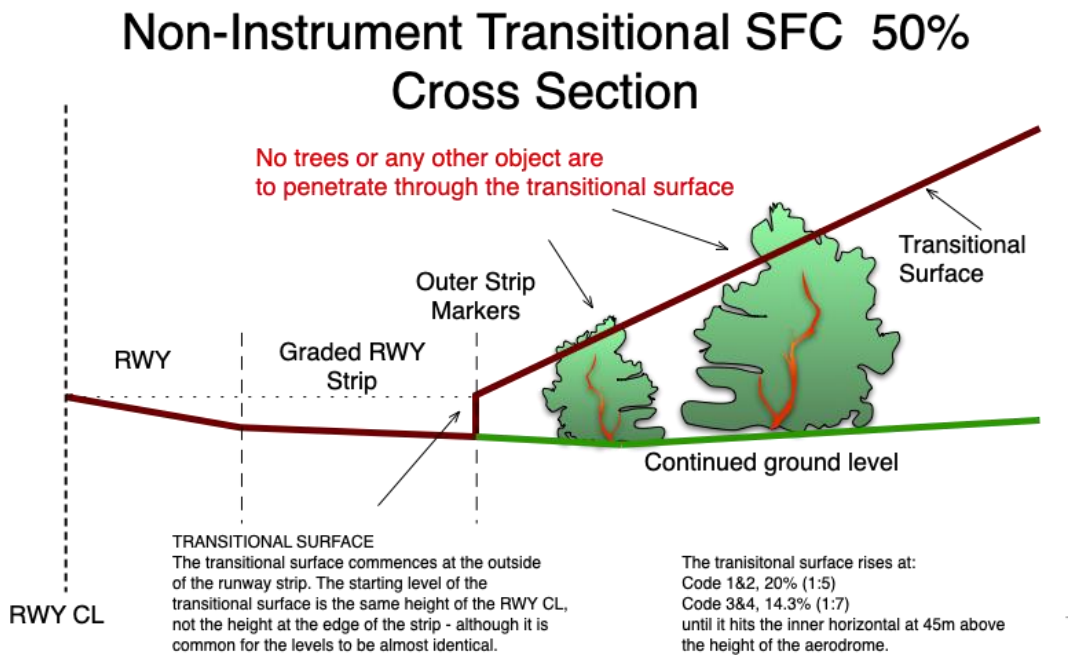
Appendix 3 - Basic Aerodrome Layout

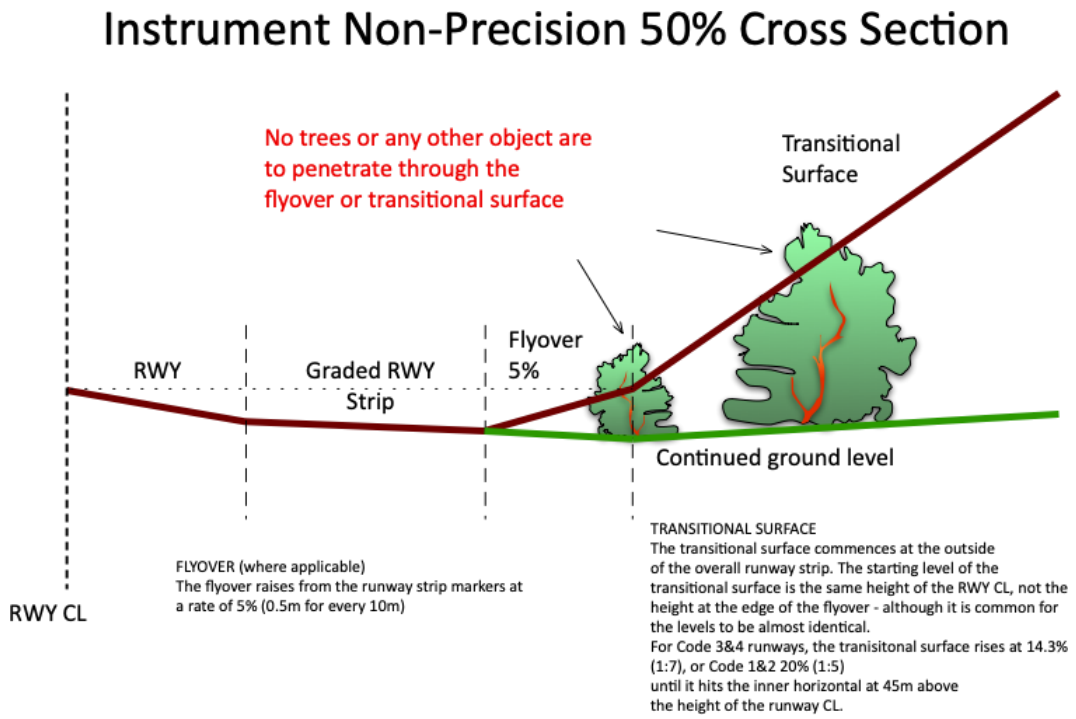


Note: Derby 11/29 does not have flyovers



Appendix 4 - Transitional Surface Schematics





Appendix 5 - Take-off and Approach Survey Data and Photos

Derby 11-29 - Aerodrome Survey

Date **11.09.2023**

Position 172212S 1233938E Elevation 24 FT **Surveyed by:** KevinThomas

Runway Details	Dimensions	1736 m x 30 m		Slope	0.1% down to N		Surface	Sealed	
	Levels	TKOF 11	RWY END	7.612	TKOF 29	RWY END	6.031		
			RWS END	7.69		RWS END	5.75	Runway BRG (T)	111

Declared Distances

RWY	*TORA*	*TODA*	*ASDA*	*LDA*
11	1736	1826 (3.47%)	1736	1736
29	1736	1796 (2.42%)	1736	1736

Supplementary Take-Off Distances

RWY	*1.6%*	*1.9%*	*2.2%*	*2.5%*	*3.3%*	*5.0%*
11	1362	1501	1600	1675	1805	NA
29	1778	1787	1793	NA	NA	NA

Survey Specs

Code 3 Non-Precision (Previous Standard)

Take-Off SFC		*Approach SFC*	
Inner Edge	180 m	Inner Edge	150 m
Dist FM THR	90 m	Dist FM THR	60 m
Divergence	12.5%	Divergence	15%
Final Width	1800 m	1st Sect Slope	3.33%
Length	15000 m	1st Sect Length	3000 m

Obstacle Information

TKOF RWY	*Object No*	*Description*	*DIST OUT*	*HT ABV CWY*	*OBST GRAD*	*OBST RL*	*DIST FM SOT*	*OFFSET*	*Comment*
11	1	Tree	924.34 m	20.64 m	2.23%	28.33 m	2750.34 m	255.48 mL	Outside TKOF SFC
11	2	Tree	893.17 m	18.16 m	2.03%	25.85 m	2719.17 m	174.16 mL	
11	3	Tree	805.38 m	16.53 m	2.05%	24.22 m	2631.38 m	86.31 mL	
11	4	Tree	631.28 m	15.07 m	2.38%	22.76 m	2457.28 m	30.14 mL	
11	5	Tree	638.99 m	16.03 m	2.5%	23.72 m	2464.99 m	0.38 mL	
11	6	Tree	560.94 m	13.84 m	2.46%	21.53 m	2386.94 m	48.08 mR	
11	7	Tree	516.36 m	13.5 m	2.61%	21.19 m	2342.36 m	83.01 mR	
11	8	Tree	369.87 m	12.87 m	3.47%	20.56 m	2195.87 m	82.67 mR	Critical Object
29	1	Fence	2.41 m	1.54 m	64.1%	7.57 m	1798.41 m	97.51 mL	Outside TKOF SFC
29	2	Fence	19.15 m	1.48 m	7.73%	7.51 m	1815.15 m	93.02 mL	Outside TKOF SFC
29	3	Fence	35.31 m	0.85 m	2.42%	6.88 m	1831.31 m	81.13 mL	Critical Object
29	4	Fence	75.31 m	0.89 m	1.18%	6.92 m	1871.31 m	50.94 mL	
29	5	Fence	120.07 m	0.74 m	0.61%	6.77 m	1916.07 m	17.96 mL	
29	6	Fence	122.44 m	0.69 m	0.56%	6.72 m	1918.44 m	45.65 mR	

Obstacle Co-ordinates Runways

TKOF RWY	Object No	Description	DIST OUT	OBST RL	OFFSET	WGS 84 Latitude	WGS 84 Longitude	Notes
11	1	Tree	924.34 m	28.33 m	255.48 mL	17° 22 ' 31.24 " S	123° 40 ' 42.78 " E	Outside TKOF SFC
11	2	Tree	893.17 m	25.85 m	174.16 mL	17° 22 ' 33.36 " S	123° 40 ' 40.82 " E	
11	3	Tree	805.38 m	24.22 m	86.31 mL	17° 22 ' 35.04 " S	123° 40 ' 36.99 " E	
11	4	Tree	631.28 m	22.76 m	30.14 mL	17° 22 ' 34.77 " S	123° 40 ' 30.8 " E	
11	5	Tree	638.99 m	23.72 m	0.38 mL	17° 22 ' 35.76 " S	123° 40 ' 30.69 " E	
11	6	Tree	560.94 m	21.53 m	48.08 mR	17° 22 ' 36.35 " S	123° 40 ' 27.64 " E	
11	7	Tree	516.36 m	21.19 m	83.01 mR	17° 22 ' 36.9 " S	123° 40 ' 25.81 " E	
11	8	Tree	369.87 m	20.56 m	82.67 mR	17° 22 ' 35.22 " S	123° 40 ' 21.17 " E	Critical Object
29	1	Fence	2.41 m	7.57 m	97.51 mL	17° 22 ' 10.03 " S	123° 39 ' 9.29 " E	Outside TKOF SFC
29	2	Fence	19.15 m	7.51 m	93.02 mL	17° 22 ' 9.7 " S	123° 39 ' 8.82 " E	Outside TKOF SFC
29	3	Fence	35.31 m	6.88 m	81.13 mL	17° 22 ' 9.15 " S	123° 39 ' 8.44 " E	Critical Object
29	4	Fence	75.31 m	6.92 m	50.94 mL	17° 22 ' 7.78 " S	123° 39 ' 7.53 " E	
29	5	Fence	120.07 m	6.77 m	17.96 mL	17° 22 ' 6.26 " S	123° 39 ' 6.51 " E	
29	6	Fence	122.44 m	6.72 m	45.65 mR	17° 22 ' 4.3 " S	123° 39 ' 7.19 " E	



Take Off 11



Take Off 29


End Runway Co-Ordinates 11
Runway:11-8:Tree
Runway:11-4:Tree
Runway:11-5:Tree
Runway:11-6:Tree
Runway:11-7:Tree
Runway:11-3:Tree
Image © 2023 CNES / Airbus
Google Earth


Runway:29-6:Fence
Runway:29-5:Fence
Runway:29-4:Fence
End Runway Co-Ordinates 29
Runway:29-3:Fence
Runway:29-2:Fence
Runway:29-1:Fence
Image © 2023 CNES / Airbus
Google Earth

Derby 05-23 - Aerodrome Survey

Position	172212S	1233938E	Elevation	24 FT	**Date** 11.09.2023
					Surveyed by: KevinThomas

Runway Details	Dimensions	1158 m x 18 m		Slope	0.1% down to SW		Surface	Gravel	
	Levels	TKOF 05	RWY END	6.97		TKOF 23	RWY END	5.63	
			RWS END	6.874			RWS END	5.495	Runway BRG (T) 56

Declared Distances

RWY	*TORA*	*TODA*	*ASDA*	*LDA*
5	1158	1218 (1.98%)	1158	1158
23	1158	1218 (2.6%)	1158	1158

Supplementary Take-Off Distances

RWY	*1.6%*	*1.9%*	*2.2%*	*2.5%*	*3.3%*	*5.0%*
5	944	1165	NA	NA	NA	NA
23	1186	1199	1208	1215	NA	NA

Survey Specs

Code 1 Non-Instrument

Take-Off SFC		*Approach SFC*	
Inner Edge	60 m	Inner Edge	60 m
Dist FM THR	30 m	Dist FM THR	30 m
Divergence	10%	Divergence	10%
Final Width	380 m	1st Sect Slope	5%
Length	1600 m	1st Sect Length	1600 m

Obstacle Information

TKOF RWY	*Object No*	*Description*	*DIST OUT*	*HT ABV CWY*	*OBST GRAD*	*OBST RL*	*DIST FM SOT*	*OFFSET*	*Comment*
5	1	Tree	984.19 m	21.26 m	2.16%	28.23 m	2202.19 m	177.09 mL	Outside TKOF SFC
5	2	Tree	1056.82 m	21.01 m	1.98%	27.98 m	2274.82 m	81.94 mL	Critical Object
5	3	Tree	724.93 m	14.4 m	1.98%	21.37 m	1942.93 m	9.92 mL	
5	4	Tree	731.88 m	14.17 m	1.93%	21.14 m	1949.88 m	55.67 mR	
5	5	Tree	963.17 m	18.34 m	1.9%	25.31 m	2181.17 m	106.05 mR	
5	6	Tree	936.34 m	17.07 m	1.82%	24.04 m	2154.34 m	154.45 mR	Outside TKOF SFC
23	1	Fence	53.69 m	1.39 m	2.6%	7.02 m	1271.69 m	0.29 mL	Critical Object

Obstacle Co-ordinates Runways

TKOF RWY	Object No	Description	DIST OUT	OBST RL	OFFSET	WGS 84 Latitude	WGS 84 Longitude	Notes
5	1	Tree	984.19 m	28.23 m	177.09 mL	17° 21 ' 43.72 " S	123° 40 ' 28.36 " E	Outside TKOF SFC
5	2	Tree	1056.82 m	27.98 m	81.94 mL	17° 21 ' 44.96 " S	123° 40 ' 32.2 " E	Critical Object
5	3	Tree	724.93 m	21.37 m	9.92 mL	17° 21 ' 52.94 " S	123° 40 ' 24.25 " E	
5	4	Tree	731.88 m	21.14 m	55.67 mR	17° 21 ' 54.59 " S	123° 40 ' 25.69 " E	
5	5	Tree	963.17 m	25.31 m	106.05 mR	17° 21 ' 51.73 " S	123° 40 ' 33.14 " E	
5	6	Tree	936.34 m	24.04 m	154.45 mR	17° 21 ' 53.53 " S	123° 40 ' 33.3 " E	Outside TKOF SFC
23	1	Fence	53.69 m	7.02 m	0.29 mL	17° 22 ' 30.53 " S	123° 39 ' 26.69 " E	Critical Object


West Kimberley Regional Prison
Runway:5-1:Tree
Runway:5-2:Tree
Runway:5-5:Tree
Runway:5-3:Tree
Runway:5-6:Tree
Runway:5-4:Tree
Derby Airport Access Rd
Derby Hwy
End Runway Co-Ordinates 5
KAS Helicopters
Image © 2023 CNES / Airbus
Google Earth


End Runway Co-Ordinates 23
Runway 23-1 Fence
Image © 2023 CNES / Airbus
Google Earth



Take Off 05



Take Off 23

Appendix 6 - ERSA - FAC entry

DERBY **ELEV 24**

AVFAX CODE 6902



WA UTC +8 YDBY
172212S 1233938E VAR 2 DEG E CERT
AD OPR Shire of Derby/West Kimberley, PO BOX 94, Derby, WA, 6728. PH 08 9191 0999: H24 0418 922 415. PH AH 0409 099 193: 0408 011 433: 0455 551 709.

HANDLING SERVICES AND FACILITIES

AIR BP: 2330-0730 UTC JO, AH JET A1 by prior arrangement only. Call-out fees apply. Phone 0456 051 988. H24 AVGAS BP carnet card bowser.

METEOROLOGICAL INFORMATION PROVIDED

1. TAF CAT C, METAR/SPECI.
2. AWIS Phone 08 6216 2610 - Report faults to AD OPR.
3. AWIS FREQ 135.5 - Report faults to AD OPR.

PHYSICAL CHARACTERISTICS

05/23	054	38c	5700/550 (80PSI) Red gravel. Sealed 88M SW end; 186M NE end and 323M in centre	WID 18	RWS 90
11/29	108	57a	PCN 24 /F /B /1150 (167PSI) /T	WID 30	RWS 90

AERODROME AND APPROACH LIGHTING

RWY 11/29	LIRL(1)	AFRU+PAL 126.7		SDBY PWR AVBL
RWY 11/29	PAPI	AFRU+PAL 126.7	3.0 DEG51FT	SDBY PWR AVBL

(1) MAN ACT by AD OPR. H24 PN required. CTC AD OPR

ATS AND AERODROME COMMUNICATION FACILITIES

FIA BRISBANE CENTRE 122.1 On Ground

RADIO NAVIGATION AND LANDING AIDS

NDB DBY 332 172124.6S 1234001.1E Range 50 (HN 50) (1)
(1) 200/1.0 to ARP

FLIGHT PROCEDURES

For special procedures which apply to the Horizontal Falls, see *ERSA GEN - SPECIAL PROCEDURES*.

CTAF - AFRU 126.7

Outside Curtin TWR HR.

ADDITIONAL INFORMATION

Bird and animal hazard exists. Inspections AVBL with 60MIN PN. Charges may apply.

CHARTS RELATED TO THE AERODROME

1. WAC 3223.
2. Also refer to AIP Departure and Approach Procedures.

Appendix 7 - ERSA - RDS entry

RUNWAY DISTANCE SUPPLEMENT 07 SEP 2023 RDS YDBY - 1

DERBY

RWY	(CN)	TORA	TODA	ASDA	LDA
05	(1)	1158 (3799)	1218 (3996) (2.01%)	1158 (3799)	1158 (3799)
23	(1)	1158 (3799)	1218 (3996) (2.95%)	1158 (3799)	1158 (3799)

Fence 3FT ABV and 1270M FM SOT, across RCL has been taken into account in calculation of TODA GRAD and STODA

Slope 0.1% down to SW. RWY WID 18 RWS WID 90

11	(3)	1736 (5695)	1826 (5991) (3.25%)	1736 (5695)	1736 (5695)

RWY 11 fences not taken into calculation of TODA GRAD and STODA.

29	(3)	1736 (5695)	1796 (5892) (1.2%)	1736 (5695)	1736 (5695)

Fence 1826M FM SOT and 78M L and R of CL 5FT ABV end of TODA.

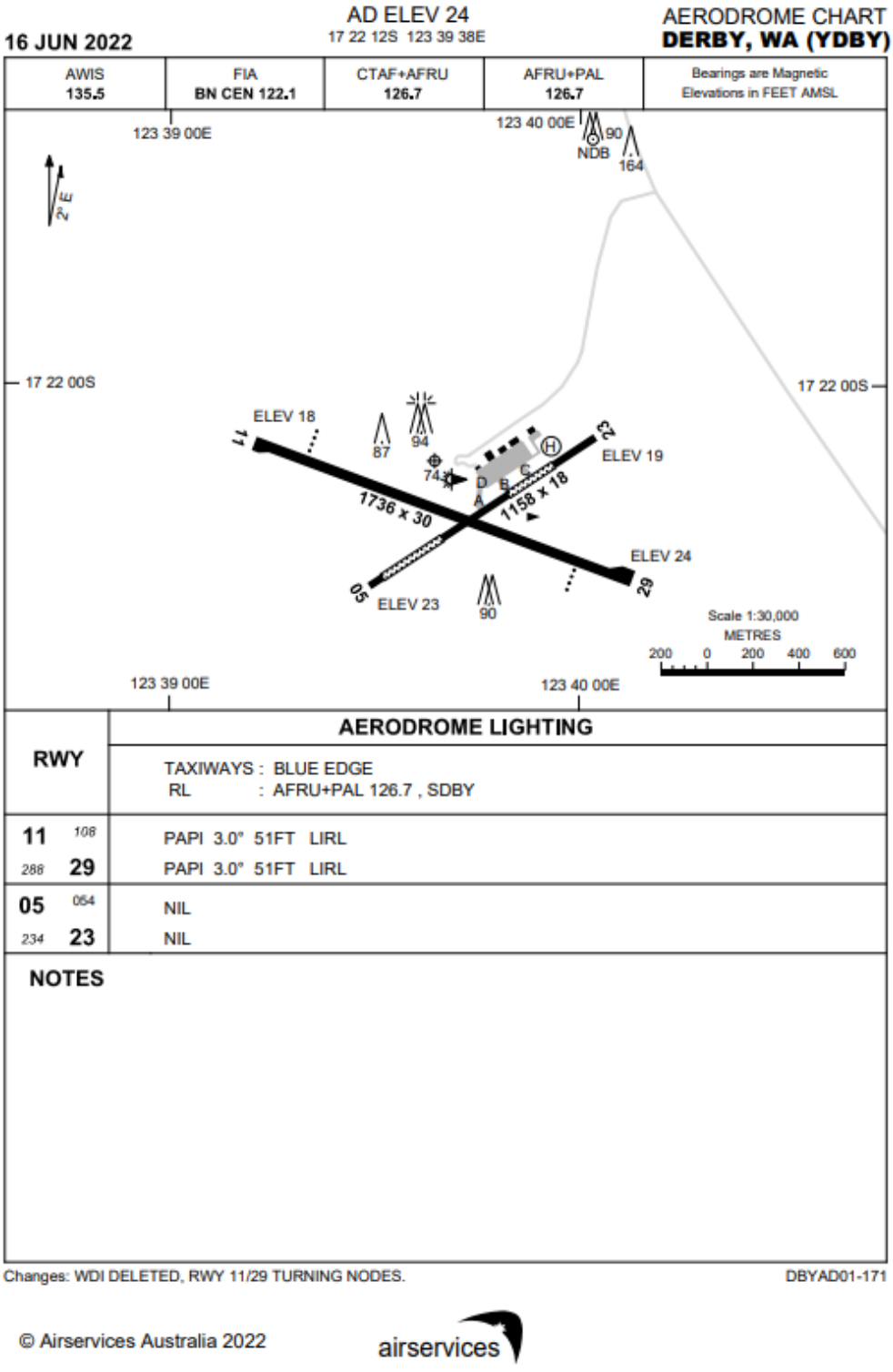
Fence 1885M FM SOT and on extended CL 6FT ABV end of TODA.

Slope 0.1% down to W. RWY WID 30 RWS WID 90

SUPPLEMENTARY TAKEOFF DISTANCES

RWY05-	975(3199)(1.6)	1168(3832)(1.9)		
RWY23-	1175(3855)(1.6)	1189(3901)(1.9)	1200(3937)(2.2)	1208(3963)(2.5)
RWY11-	1351(4432)(1.6)	1514(4967)(1.9)	1631(5351)(2.2)	1709(5607)(2.5)

Appendix 8 - DAP - Aerodrome Chart



Appendix 9 - Summary of Aerodrome Manual Review

Details of the aerodrome manual (AM) reviewed as part of this ATI are listed in Section 3 of this report.

The manual was reviewed utilising compliance and performance markers adapted from the CASA SMS Framework[10]. Where an aerodrome manual marker does not apply to this aerodrome, it has been annotated as not applicable (N/A).

The following definitions apply:

Marker	Status	Definition
Present (P)	✓ or **X** or **N/A**	There is evidence that the marker is clearly visible and is documented within the aerodrome manual or subsidiary documents.
Suitable (S)	✓ or **X** or **N/A**	The marker is suitable based on the size, nature, complexity and inherent risk in the activity.
Operating (O)	✓ or **X** or **N/A**	There is evidence that the marker is in use and an output is being produced.
Effective (E)	✓ or **X** or **N/A**	There is evidence that the element or component is achieving the desired outcome.

[10] *Safety Management System Form 1591 (casa.gov.au)*

9.0 Aerodrome Manual

Assess the form and function of the aerodrome manual.
[Part 139 MOS Chapter 10 – 10.4]

AD Manual	Status	Comments:
Present	✓	AD Manual present
Suitable	X	AD Manual does not meet the form of an aerodrome manual to comply with Part 139 MOS due to: • No use of heading "NOT APPLICABLE" or "N/A" for placeholders. • Does not identify the MOS requirements by reference to the relevant provision of the MOS.
Operating	✓	The aerodrome manual is currently operating due to: • Records being found to show use of the aerodrome manual in the correct described locations.
Effective	X	The aerodrome manual was found to be effective at containing pertinent information to facilities and operations at the aerodrome. It was found to not comply with the Part 139 MOS layout requirements.

There are no additional subsidiary documents for this section.

Finding AM 9.0
The aerodrome manual did not meet the form as required by the Part 139 MOS.

Corrective Action	Category	Description
AM 9.0	Action required	Update the form of the aerodrome manual to align with the Part 139 MOS 10.02.

9.1 Aerodrome Administration

To show the management, administration and organisational structure with key positions.
[Part 139 MOS 11.02]

AD Manual	Status	Comments:
Present	✓	*Organisational Structure (flow chart)* *Key positions including Accountable Manager, responsible persons for the organisation, Manual Controller and persons/positions responsible for aerodrome operations and safety as required by Part 139 MOS.*
Suitable	✓	The flow chart and structure is considered suitable
Operating	✓	The structure is operating well
Effective	✓	The structure is effective

There are no additional subsidiary documents for this section.

9.2 Aerodrome Information

To ensure accurate information is supplied and maintained within the aerodrome manual.
[Part 139 MOS 11.01]

AD Manual	Status	Comments:
Present	✓	*Information as required by Chapter 5:* *Scaled Plan of the Aerodrome:* *Approval, Determinations, Direction, Exemptions, Conditions, or other instruments issued by CASA.* *Grandfathering and Preferred Matters.*
Suitable	✓	The existing manual to MOS 139 provides suitable information for the operation of the airport until the new 139 MOS manual is finalised by CASA
Operating	✓	The existing manual to MOS 139 provides suitable information for the operation of the airport until the new 139 MOS manual is finalised by CASA
Effective	X	The aerodrome manual was found to be effective at containing pertinent information to facilities and operations at the aerodrome. It was found to not comply with the Part 139 MOS layout requirements.

There are no additional subsidiary documents for this section.

Finding AM 9.2

The aerodrome manual is being utilised under the previous MOS 139 standard.

Corrective Action	Category	Description
AM 9.2	Action required	Implement and use the new manual (Part 139 MOS) once final approval from CASA is received.

9.3 Aerodrome Reporting

To describe how to ensure published information regarding the aerodrome is current.
[Part 139 MOS Chapter 11.05]

AD Manual	Status	Comments:
Present	✓	*Identify responsible positions:* *Requirement to update change of AIP information to AIS.* *Advising NOTAM office and ATC(where applicable) of hazards that may affect aviation safety.* *Maintain records of AIP and NOTAM activity for three years.*
Suitable	✓	
Operating	✓	
Effective	✓	

There was no evidence the AIP annual review had been carried out.

The NOTAM file did not contain the recent NOTAMs.

Finding AM 9.3.1
The AIP annual review has not been carried out.

Corrective Action	Category	Description
AM 9.3.1	Action required	Carry out and document a review of the AIP.

Finding AM 9.3.2
The NOTAM files was not up to date.

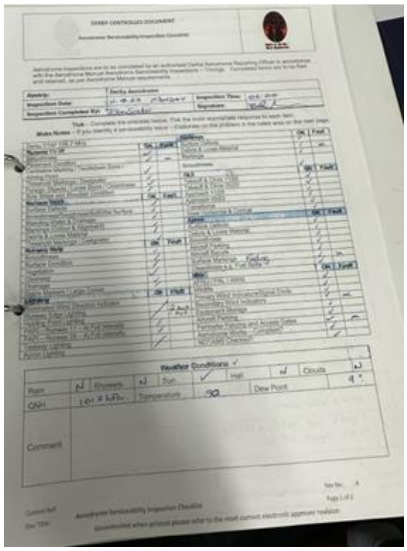
Corrective Action	Category	Description
AM 9.3.2	Action required	Ensure a copy of all issued NOTAMs are placed on the Aerodrome Reporting file. A collation page at the front of the file is recommended.

9.4 Aerodrome Serviceability Inspections

To describe how to carry out serviceability inspections, document evidence, and follow-up actions as required.
[Part 139 MOS Chapter 11.03]

AD Manual	Status	Comments:
Present	✓	*Managing the inspections:* *Carrying out the inspections (including communications):* *Reporting results of the inspections:* *Taking follow up actions as required:*
Suitable	✓	
Operating	✓	
Effective	✓	

The serviceability records were reviewed, and it was found that they were up to date and being well maintained. Records are very thorough.



Derby Serviceability Inspection Sheet

9.5 Aerodrome Lighting

To describe how to operate the lighting system(s), carry out lighting inspections, document evidence, and follow-up actions as required.
Reference Part 139 MOS Chapter 11.04.

AD Manual	Status	Comments:
Present	✓	*Identify the responsible persons:* *Carrying out the inspections of lighting, back-up power, portable lighting and monitoring hazardous lights:* *Maintaining records of the inspections:* *Taking follow up actions as required:* *Activation and operations of lighting systems:* *Carry out maintenance and emergency maintenance:* *Deal with a partial or total power system failure:*
Suitable	✓	
Operating	X	
Effective	✓	

The lighting inspection records were reviewed, and it was found that:

- The weekly inspections by the ARO were up to date.
- Records of the 3 monthly lighting inspections by the ARO were not found.
- Other inspections are being carried out in accordance with the manual (MOS 139) requirements.
- The lights are working and in good condition.

Finding AM 9.5
The aerodrome lighting 3 monthly inspections were either not being carried out and/or not reported.

Corrective Action	Category	Description
AM 9.5	**Action required**	Ensure the 3 monthly lighting inspections are being carried out by the ARO and correctly recorded in the files.

9.6 Unauthorised Entry to Aerodrome

To prevent the unauthorised access to the movement area (airside.)
[Part 139 MOS 11.11]

Marker	Status	Comments
Present	✓	*Procedures for controlling airside access.* *Procedures for monitoring airside access control point and barriers, such as fencing.*
Suitable	✓	
Operating	✓	
Effective	✓	

There are no additional subsidiary documents applicable to this section of the manual.

The file was found to be up to date.

9.7 Airside Vehicle Control

If procedures have been established for the control of surface vehicles operating on or near the movement area of the aerodrome, they must be included in the manual.
[Part 139 MOS 11.14]

Marker	Status	Comments
Present	✓	*Traffic Rules and their enforcement:* *Establishing a method of instructing and training drivers in relation to the traffic rules:* *Airside Qualification and training* *Vehicle Condition Compliance* *Record Keeping*
Suitable	✓	
Operating	✓	
Effective	✓	Derby has very little airside vehicle activity.

The records were reviewed and were found to be up to date.

9.8 Aircraft Parking Control

Procedures are mandatory for international operations. They may also be implemented where apron congestion creates a hazard to aircraft operations.
[Part 139 MOS 11.15]

Marker	Status	Comments
Present	✓	*Marshalling Services* *Engine Starts and aircraft push back* *Apron Markings* *Allocate parking positions* *Apron Safety Management* *Leader van service*
Suitable	✓	
Operating	✓	
Effective	✓	Due to low usage and a very large apron, there is very little apron traffic congestion

There are no additional subsidiary documents applicable to this section of the manual.

9.9 Aerodrome Obstacle Control

To ensure the airspace surrounding the aerodrome is not infringed by obstacles.
[Part 139 MOS 11.05]

Marker	Status	Comments
Present	✓	*Procedures for monitoring takeoff, approach, VSS and transitional surfaces.* *Procedures for monitoring critical obstacles associated with any published terminal instrument flight procedure.* *Arrangements for notifying CASA and procedure designer of proposed and actual infringements.* *Noting individual responsible positions/persons.*
Suitable	X	A minor change will be required to the survey diagrams to show updated base survey information. This will be deferred until implementation of the new Part 139 MOS aerodrome manual.
Operating	✓	
Effective	✓	

There are no additional subsidiary documents applicable to this section of the manual.

9.10 Protection of Communication, Navigation, Surveillance and Met Facilities

Procedures for the protection of communication, navigation, surveillance and meteorological (met) facilities (***relevant facilities***) located on the aerodrome.
[Part 139 MOS 11.16]

Marker	Status	Comments
Present	N/A	Not applicable at this aerodrome.
Suitable	N/A	
Operating	N/A	
Effective	N/A	

There are no additional subsidiary documents applicable to this section of the manual.

9.11 Aerodrome Technical Inspections

To ensure the technical inspection process is correctly managed.
[Part 139 MOS Chapter 11.10]

Marker	Status	Comments
Present	✓	*Contains a brief for the technical to follow:* *Ensure correctly qualified personnel conduct the inspection:* *Preparing and implementing a corrective action plan to assess defects identified:* *Supply CASA with copies of the reports:* *Position responsible for managing the process:*
Suitable	✓	
Operating	✓	No records are being kept on file at the aerodrome.
Effective	✓	

There are no additional subsidiary documents applicable to this section of the manual.

Finding AM 9.11

Previous ATI reports, including electrical ATI reports, were not on file.

Corrective Action	Category	Description
AM 9.11	Action required	Ensure the ATI and Electrical ATI are maintained on file.

9.12 Aerodrome Works Safety

To ensure procedures are available for the planning and safe execution of aerodrome works.
[Part 139 MOS 11.07]

Marker	Status	Comments
Present	✓	*Preparation of MOWP and how to contact aircraft operators and aerodrome users.* *Communication with aircraft and ATC.* *Carrying out time-limited or emergency works.* *Notifying aircraft operators and aerodrome users of time-limited or emergency works.* *Carrying out works when the aerodrome is closed to aircraft operations.*
Suitable	✓	
Operating	✓	
Effective	✓	

There are no additional subsidiary documents applicable to this section of the manual.

9.13 Wildlife Hazard Management

To ensure procedures are available to assess and mitigate wildlife hazards on the aerodrome.
[Part 139 MOS Chapter 11.08]

Marker	Status	Comments
Present	✓	*Arrangements to monitor any wildlife hazard:* *Arrangements to assess any wildlife hazard:* *Arrangements to mitigate any wildlife hazard:* *Arrangements to report any wildlife hazard (NOTAM, CTAF etc.):* *Liaising with relevant authorities for proposed or actual sources of wildlife attraction inside or outside the aerodrome boundary:* *Individuals or positions responsible for the monitoring and mitigating of wildlife hazards:*
Suitable	✓	
Operating	✓	
Effective	✓	The Derby Aerodrome is relatively free from bird hazards.

The wildlife hazard folder was reviewed, and it was found that there were recent entries.

9.14 Low Visibility Operations

Procedures for the management of ground activities at an aerodrome where low-visibility operations are conducted on the aerodrome.
[Part 139 MOS Chapter 11.17]

Marker	Status	Comments
Present	N/A	Not applicable at this aerodrome.
Suitable	N/A	
Operating	N/A	
Effective	N/A	

Not applicable as there are no low-visibility operations at this aerodrome.

9.15 Disabled Aircraft Removal

Procedure to remove an aircraft that is disabled on or near the movement area.
[Part 139 MOS 11.13]

Marker	Status	Comments
Present	✓	*Identify roles of AD operator and the holder of the certificate of registration:* *Notify the holder of the certificate of registration:* *Liaise with ATSB, Defence and ATC as applicable:* *Obtain appropriate equipment to remove the aircraft:* *Persons responsible for arranging the removal of the aircraft with a telephone number and after hours availability:*
Suitable	✓	
Operating	✓	
Effective	✓	Whilst the recovery of a disabled aircraft has not been required within the last 10 years, it is believed that the plan would be effective if activation was required.

There are no additional subsidiary documents applicable to this section of the manual.

9.16 Aerodrome Safety Management

To note the presence of a Safety Management System (SMS) or Risk Management Plan (RMP).
[Part 139 MOS Chapter 11.09]

Marker	Status	Comments
Present	✓	The Derby aerodrome has a SMS.
Suitable	✓	The SMS has been written in accordance with MOS 139 however has not been updated since drafted in 2015.
Operating	X	The SMS is operating however meetings have not been held on a regular basis.
Effective	✓	Although meetings are not being held and the SMS is not particularly active, good decision are being made in line with the company structure and principles of the SMS

There are no additional subsidiary documents applicable to this section of the manual.

Until the new manual is accepted by CASA it is a requirement to operate the aerodrome in accordance with the current (old) manual, which requires the SMS to be managed with regular meetings. They are required every 3 months but evidence of a recent meeting was not observed.

Finding AM 9.16
Until the new manual is recognised by CASA it is a requirement to operate the aerodrome in accordance with the old manual. Regular SMS meetings are not being held.

Corrective Action	Category	Description
AM 9.16	Action required	Hold SMS meetings every 3 months in accordance with the current manual. Alternatively, update the current manual to remove the requirement.

9.17 Aerodrome Emergency Response and Procedures

Aerodrome emergency procedures to be included or referenced in the aerodrome manual.
[Part 139 MOS 11.12]

Marker	Status	Comments
Present	✓	*Positions who constitute the emergency committee.* *Description of each emergency respondent organisation.* *Procedures for liaising with the authorised person for planning arrangements.* *Procedures for notification and initiation of emergency response.* *Procedures for activation, control and coordination during initial stages of a response.* *Procedures for use of the aerodrome emergency facilities.* *Management of assembly areas.* *Procedures for response to 'local standby'.* *Procedures for response to 'full emergency'.* *Management of emergency facilities and access points.* *Arrangements for inductions, response training and exercises.* *Arrangements to return the aerodrome to operational status.* *Arrangements to review the emergency plan.* *Roles and responsibilities in accordance with MOS 11.12.*

Marker	Status	Comments
Suitable	✓	The emergency plan is suitable to the size and scope of operations at Derby
Operating	X	The plan has not been exercised since 2016.
Effective	N/A	Whilst there have been no actual emergency response requirements in at least the last 20 years, the plan is backed up by respondents within the community and is regularly exercised within their own organisations.

The records of the emergency committee meetings and emergency exercises were reviewed, and it was found that no exercises have been held since 2016.

Finding AM 9.17

The current aerodrome manual states regular emergency exercises are required. There was no record of an emergency exercise being held since 2016.

Corrective Action	Category	Description
AM 9.17	Action required	Conduct an emergency exercise or remove the requirement to hold exercises from the current aerodrome manual.



Shire of Derby/West Kimberley / Derby Aerodrome YDBY

Aerodrome Technical Inspection - Electrical

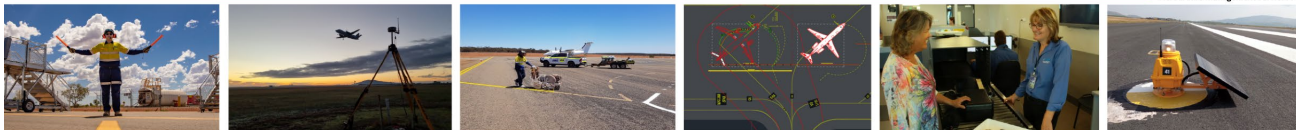
Inspection Date: 07 September 2023

Inspector: Dale Corbett.

Aerodrome Management Services Pty Ltd

ACN 625 913 484 / ABN 78 625 913 484
National Training Provider: ID 52413
Electrical Contractor Licences: EC010503(WA), PGE271565(SA), 84663(QLD) C3990(NT) 30376(VIC)

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Aerodrome Technical Inspection - Electrical

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1. Document Control

1.1. Revision History

Version	Date	Revision Details
1	7/10/2023	Final report for issue to client
A	15/09/2023	Draft document issued for comment and peer review

1.2. Peer Review

Version	Prepared By	Approved for Issue
1	Dale Corbett Digitally signed by Dale Corbett Date: 2023.10.13 08:14:23 +08'00'	Rob Muilenburg Digitally signed by Rob Muilenburg Date: 2023.10.07 17:39:08 +08'00'
A	DC	RM

2. Preamble

2.1. Introduction

In accordance with MOS (Manual of Standards) Chapter 12 an Aerodrome Technical Inspection must be performed where the electrical reticulation systems, aerodrome lighting systems and visual approach indicator systems are tested to ensure that the facility is safe for aircraft operations.

The electrical inspection is performed separately to the general annual Aerodrome Technical Inspection, which includes (but is not limited to) checks in relation to instrument survey of obstacle limitation surfaces, inspections of movement area, pavements, drainage and general facilities.

2.2. Applicable Standards

Civil Aviation Safety Regulations (CASR), Civil Aviation Safety Authority (CASA) Part 139 (Aerodromes) Manual of Standards 2019 Chapter 9 (MOS), or Manual of Standards Part 139—Aerodromes V1.14 Chapter 9 (previous MOS), the ICAO Aerodrome Design Manual, Document 9157, Part 4 & 5, the Electrical Licensing Regulations 1991 (ELR) and the Australian Wiring Rules (AS3000) are the applicable standards referenced in this report. Throughout this report, the highest of the applicable standards shall apply where conflict occurs between the respective standards.

2.3. Competency

An Electrical Aerodrome Technical Inspection must be performed by an Electrical Engineer or a licensed Electrician with relevant aerodrome lighting knowledge and experience in accordance with MOS 12.10 (2) (b).

In accordance with these requirements, this inspection has been carried out by an A Grade Electrician, licence number EW177661 (WA).

In addition to the above certification, The Electrical Inspector has qualifications and relevant experience as:

- Work Safety Officer.
- Aerodrome Reporting Officer, trained in accordance with Part 139 Manual of Standards, Chapter 13.
- CASA ARN 1204793.
- Cert IV Government Investigations.
- Ex Designated Western Power Electrical Inspector.
- City and Guilds 2391 in Inspection and Testing of Electrical Installations.
- Checking and Testing an Electrical Installation (College of Electrical Training Australia).
- British Telecom Accreditation.
- British Gas Academy Apprenticeship.
- Cert III Electrotechnology Electrician Australia.

2.4. Calibration of Measuring Equipment Used

The following equipment was used during the Aerodrome Electrical Technical Inspection:

- Research Engineers Clinometer – calibrated to 06/24
- Fluke 1507 Insulation Tester – calibrated September 2024
- Fluke 1587 Insulation Multi-meter – calibrated February 2024
- Fluke i400 AC Current Clamp – calibrated February 2024
- Hioki FT3425 Lux-meter – calibrated August 2024
- Metrel MI3205 Meghom-meter – calibrated to 08/24

2.5. Guidance for The Use of Report

This report shall be issued to the aerodrome operator and should be filed in the aerodrome technical inspections file within the aerodrome manual suite. The ATI report must be available for CASA personnel and must be retained on file for a period of not less than 3 years (MOS 12.08(9).

This report should be analysed at the first available opportunity by the aerodrome Safety Management System (SMS) committee and any corrective actions should be prioritised at the direction of the SMS committee. The SMS committee's role is to determine risk in association with the findings of this report and establish the most appropriate course of action as applicable. A copy of this report must be submitted to CASA within 30 days of the issue date of this document.

For ease of reading this report, a traffic light methodology has been utilised to allow for quick identification of the pertinent points. All inspection elements that are considered to be non-compliant and are of a safety concern, requiring definitive remedial action are colour coded red. Similarly, the inspection elements colour coded orange are elements that are deemed non-compliant but less urgent but still requiring attention. The yellow colour coding is reserved for inspection elements where it is considered that there is room for improvement. Finally, green is divided into two subdivisions - compliant and no further attention required, and compliant, but with recommendations for improvement.

Compliant with the standards
Compliant, but with recommendation
Room for Improvement
Non-Compliant - Non-Safety Consideration
Non-Compliant - Safety Consideration

As previously stated, it is acknowledged here that determining risk associated with each item is for the SMS committee to determine, and the colour ranking by the AMS inspector is merely provided as a guide and is to be understood as an opinion of the inspector based on technical knowledge and experience.

The final arbitrator on what is compliant is the CASA inspector, and any opinions expressed in this report are therefore to be considered in that context.

3. Executive Summary

AMS would like to thank Shire of Derby/West Kimberley for the opportunity to inspect the Derby Aerodrome for compliance with the relevant standards.

In particular, Peter Bunworth is thanked for facilitating this inspection and for the hospitality shown to the inspector.

This report details 68 inspection elements. Of these 68 inspection elements, 56 elements were found to be in compliance with relevant regulations and standards, 6 elements were recommended for improvement, and there were 6 elements considered to be non-compliant and are required to be addressed.

There was evidence that the staff that manage the facilities of this aerodrome have undertaken their duties and are managing the aerodrome well.

For assistance with any of the identified elements for corrective action, please consult the AMS inspector for guidance.

4. Plan for Corrective Action

No	Heading	Category	Result Notes	Finding	Recommendation
1	Administration General	Administration	The manual presented for this inspection was revision 4, dated 19/02/2019, which was the same version presented for the previous inspection dated 06/12/2021, therefore the comments regarding the manual are still valid for the LED runway edge, threshold, taxiway and the IWDI illuminated windsock light fittings, which were installed in 2017, but the manual only details the original incandescent fittings and illuminated windsock. It is understood that a new manual is in draft, which will need to meet the requirements of the current MOS, and that the errors identified will be remediated in the latest version. Relevant images are recorded in section 6, item 1 of this report.	Room for Improvement	Ensure that the errors identified in the lighting section of the aerodrome manual are rectified.
4	ERSA Listing	Administration	The ERSA listing for this aerodrome was inspected and found to be accurate and reflect the actual lighting information required. However, the ERSA does mention that there is standby power available but does not state whether it is manually or automatically activated. MOS requires the method of activation of the standby power supply to be noted in the ERSA. Relevant images are recorded in section 6, item 4 of this report.	Room for Improvement	Ensure that the ERSA entry includes the activation method for the standby power generator.

No	Heading	Category	Result Notes	Finding	Recommendation
5	Commissioning Paperwork	Administration	As per the previous inspection report dated 21/12/2021 the aerodrome manual did not contain any commissioning paperwork. The airfield lights at this aerodrome were installed in 2017, the version of the MOS in force at that time was Version 1.13. Rule 9.15.2 of this standard states that "All aerodrome lighting systems must be commissioned by ground check before they are brought into use." Rule 9.15.2A of this standard mandates that laboratory test reports from a NATA accredited laboratory, or "an overseas accredited authority which has a mutual recognition agreement with NATA" must be provided to the aerodrome operator by the installer of the equipment so that it can be included in the aerodrome manual, and a copy has to be provided to CASA. Rule 9.1.15.10 of this standard states "Copies of all ground check reports, flight check reports, and light fitting laboratory test reports used to support the commissioning of lighting systems must be: (a) filed in the aerodrome operator's Aerodrome Manual; and (b) kept in the custody, or under the control, of the aerodrome operator for as long as the relevant lighting system remains in service." The commissioning documentation that was found on site was the original ground check and flight check reports for when the PAPI system installed, dated 18 May 2006. However, there were no NATA reports found for any of the light fittings installed in 2017. This needs to be remediated, NATA certified reports need to be obtained from Airport Alliance for all the runway, threshold, and taxiway lights, as well as the windsock lighting.	Non-Compliant - Non-Safety Consideration	Ensure NATA certification, a ground check report and a flight check report for the commissioned airfield lights installed at this aerodrome are obtained and retained in the aerodrome manual suite.

No	Heading	Category	Result Notes	Finding	Recommendation
16	Lighting Spares	Administration	As reported in the previous inspection report some spares were located within the terminal building, but there was no evidence of any spares listed within the aerodrome manual. To satisfy the permissible unserviceability requirements under section 11.10 of the aerodrome manual, it is considered best practice to formally state the number of spares that should be held as a minimum, and when new spare parts ought to be ordered. It is recommended that a minimum of 10% of every different light installed is kept as spares. But the exact amount to be held can be determined through a formal risk analysis at the SMS meeting if considered necessary. It is further recommended that a procedure should be written in the aerodrome manual so that a regular stock take of these spare parts is carried out.	Room for Improvement	Ensure that there is a minimum spares holding list contained within the aerodrome manual, along with a procedure detailing how these parts are to be checked through a regular stocktake of parts on hand.
18	Bay 1 Apron Lighting Luminance Code C and above Aircraft for Air Transport Operations	Apron Lighting	The average horizontal illuminance of this bay was measured to be 16.26 lux. The uniformity ratio of average to minimum for this bay was 2.06: 1, both results are compliant. The average vertical illuminance at the centre line of this bay was measured to be a compliant 27.24 lux. This was with the lux meter facing the front of the aircraft as allowed for in the previous version of MOS this characteristic has been designed to. With the changes in the measuring procedures as specified in Part 139 MOS 2019, the bay was also measured in accordance with the new requirements. The results showed that the left side had a non-compliant average vertical illuminance of 10.73 lux, and the right side was measured to be non-compliant at 2.97 lux. The apron lighting has been designed under a previous version of the MOS, and it is evident that the illumination of this bay does not comply with the current MOS, as it is a requirement to ensure that both sides of the aircraft receive an average vertical illumination of 20 lux or higher. It is important to ensure evidence of a grandfather exemption for the apron lighting is documented in the aerodrome manual suite. Relevant images are recorded in section 6, item 18 of this report.	Compliant, but with recommendation	Ensure that the apron lighting is included in the table of grandfathered facilities in the aerodrome manual.

No	Heading	Category	Result Notes	Finding	Recommendation
19	Bay 2 Apron Lighting Luminance Code C and above Aircraft for Air Transport Operations	Apron Lighting	The average horizontal illuminance of this bay was measured to be 9.92 lux. The uniformity ratio of average to minimum for this bay was 1.66: 1, both results are compliant. The average vertical illuminance at the centre line of this bay was measured to be a compliant 17.59 lux. This was with the lux meter facing the front of the aircraft as allowed for in the previous version of MOS this characteristic has been designed to. With the changes in the measuring procedures as specified in Part 139 MOS 2019, the bay was also measured in accordance with the new requirements. The results showed that the left side had a non-compliant average vertical illuminance of 4.42 lux, and the right side was measured to be non-compliant at 2.30 lux. The apron lighting has been designed under a previous version of the MOS, and it is evident that the illumination of this bay does not comply with the current MOS, as it is a requirement to ensure that both sides of the aircraft receive an average vertical illumination of 20 lux or higher. It is important to ensure evidence of a grandfather exemption for the apron lighting is documented in the aerodrome manual suite. Relevant images are recorded in section 6, item 19 of this report.	Compliant, but with recommendation	Ensure that the apron lighting is included in the table of grandfathered facilities in the aerodrome manual.
23	Apron Lighting Activation	Apron Lighting	Testing of the apron lighting activation revealed that a simulated pilot radio signal resulted in normal illuminance to be achieved within 2 minutes. Following a simulated power interruption of 30 seconds or less, the floodlights failed to achieve an illuminance of not less than 50% of normal illuminance within 60 seconds, as it took 9 minutes for the lights to restrike and come to the required illuminance level. Therefore, auxiliary floodlighting is required for this aerodrome's apron, or alternatively the lamps can be replaced with dual arc, instant restrike lamps. The correct globe will need to be sourced that suits the light fittings installed. The apron lighting is connected to the aerodrome standby power supply.	Non-Compliant - Non-Safety Consideration	Replace lamps of the apron fittings with instant restrike dual arc tube lamps or install auxiliary light fittings.
36	PAPI Clinometer Calibration	PAPI Lighting	The clinometer held by this aerodrome for measuring the PAPI projector angles was not within calibration and expired in January 2021. Relevant images are recorded in section 6, item 36 of this report.	Non-Compliant - Non-Safety Consideration	Ensure that the clinometer is sent away for re-calibration prior to the expiry of the calibration certificate.

No	Heading	Category	Result Notes	Finding	Recommendation
38	PAPI Frangible Connection	PAPI Lighting	The current MOS mandates that the electrical connections must comply with ICAO 9157 Part 6. Amongst other mechanical frangibility requirements, ICAO 9157 Part 6 outlines the requirements for electrical connections, where it states that "conductors be designed such that they do not rupture but break at predetermined points within the limits for frangibility of the structure" and further it states that "the connectors should be protected by a break-away boot of a size commensurate with the voltage employed in order to contain any possible arcing at disconnection." It was noted that there were no suitable electrical connections that could be considered frangible within the meaning of ICAO 9157 Part 6, and therefore it is recommended to install frangible connections to the PAPI projectors. However, since the PAPI system was installed under a previous standard where the frangible connections were not expressly mandated, it could be argued that the lack of these could be grandfathered. Whilst this is technically possible, from a safety perspective it is recommended to upgrade the connections so that they are frangible as per the current regulations. Relevant images are recorded in section 6, item 38 of this report.	Non-Compliant - Safety Consideration	Ensure that the PAPI connections provided are frangible and provide a non-spark break in the event of an aircraft Incident.
39	PAPI Insulation Resistance	PAPI Lighting	A 13-minute insulation resistance test using 1000V DC for this circuit revealed a non-compliant insulation resistance of 0.61MΩ. This value was not in keeping with previous insulation resistance measurement results of 1.04MΩ for this circuit, and it is important to note that further investigation into the low reading is carried out and rectified as required Relevant images are recorded in section 6, item 39 of this report.	Non-Compliant - Safety Consideration	Remediate the low insulation resistance of the runway circuit to comply with regulation. Consider replacing the lighting system for a solar powered non-wired runway edge lighting solution
40	PAPI Insulation Resistance Circuit 2	PAPI Lighting	A 13-minute insulation resistance test using 1000V DC for this circuit revealed a compliant insulation resistance of 1.54MΩ. This value was in keeping with previous insulation resistance measurement results for this circuit. However, a reading below 2.0MΩ is still deemed low and monthly monitoring is recommended to confirm no further reduction in the integrity of the circuit occurs. Relevant images are recorded in section 6, item 40 of this report.	Compliant, but with recommendation	Monitor the insulation resistance of this circuit for any sudden regression, in which case remedial actions to find the cause of the regression should be implemented.

No	Heading	Category	Result Notes	Finding	Recommendation
44	AFRU PAALC Power Supply	Radio Systems	As per the previous inspection report the backup battery of the AFRU had and still has a broken terminal due to excessive corrosion. This still needs to be addressed. An AFRU is a device that assists in aviation safety by alerting other pilots of traffic in the vicinity of the aerodrome. If the power fails and the generator does not start, there is a potential safety situation, as the AFRU will not work, and pilots will therefore not receive the required warnings that there is other traffic in the vicinity. This is a potentially dangerous situation that CASA have addressed by mandating the requirement of having a suitable backup battery to ensure that the AFRU is operational at all times, regardless of the mains supply status. Relevant images are recorded in section 6, item 44 of this report.	Non-Compliant - Safety Consideration	Ensure that the AFRU has an internal or external battery standby power source that is in good condition to meet the requirements for 24 hours of operation. Battery replacement is recommended now.

5. Inspection Results

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
1	Administration General	Administration	The manual should contain enough detail and sufficient content to describe the lighting facilities installed at this aerodrome, have adequate procedures and it should identify individuals or positions responsible to adequately maintain and report on lighting outages.	The manual presented for this inspection was revision 4, dated 19/02/ 2019, which was the same version presented for previous inspection dated 06/12/2021, therefore the comments regarding the manual are still valid for the LED runway edge, threshold, taxiway and the IWDI illuminated windsock light fittings, which were installed in 2017, but the manual only details the original incandescent fittings and illuminated windsock. It is understood that a new manual is in draft, which will need to meet the requirements of the current MOS, and that the errors identified will be remediated in the latest version. Relevant images are recorded in section 6, item 1 of this report.	Room for Improvement	Ensure that the errors identified in the lighting section of the aerodrome manual are rectified.	MOS 11.04
2	Installation	Administration	It is mandatory for new lighting systems like PAPI, and other airfield guidance facilities to be commissioned into service. The manual should therefore contain a statement ensuring that these lighting systems are not put into service unless it has been flight checked, checked by trained electrical staff, surveyed by an appropriate person and flight checked by a CASA endorsed pilot for flight checking new lighting systems.	The manual has the appropriate notation as required.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.17 Best Practice

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
3	Contact Person for Lighting	Administration	The manual must contain names and roles of the persons who are responsible for the inspection and maintenance of the lighting and the telephone numbers for contacting them during and after working hours.	The manual contains the names and roles of the persons who are responsible for the inspection and maintenance of the lighting.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.04(2)
4	ERSA Listing	Administration	The ERSA listing must be accurate and reflect actual lighting systems and standby power options installed.	The ERSA listing for this aerodrome was inspected and found to be accurate and reflect the actual lighting information required. However, the ERSA does mention that there is standby power available but does not state whether it is manually or automatically activated. MOS requires the method of activation of the standby power supply to be noted in the ERSA. Relevant images are recorded in section 6, item 4 of this report.	Room for Improvement	Ensure that the ERSA entry includes the activation method for the standby power generator.	Best Practice MOS 9.06

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
5	Commissioning Paperwork	Administration	New lighting systems installed at an aerodrome are to be certified with NATA laboratory test results for each type of light used, or an overseas accrediting authority which has a mutual recognition agreement with NATA. In addition to this requirement, the manual suite must contain ground check and flight check commissioning documentation.	As per the previous inspection report dated 21/12/2021 the aerodrome manual did not contain any commissioning paperwork. The airfield lights at this aerodrome were installed in 2017, the version of the MOS in force at that time was Version 1.13. Rule 9.15.2 of this standard states that "All aerodrome lighting systems must be commissioned by ground check before they are brought into use." Rule 9.15.2A of this standard mandates that laboratory test reports from a NATA accredited laboratory, or "an overseas accredited authority which has a mutual recognition agreement with NATA" must be provided to the aerodrome operator by the installer of the equipment so that it can be included in the aerodrome manual, and a copy must be provided to CASA. Rule 9.1.15.10 of this standard states "Copies of all ground check reports, flight check reports, and light fitting laboratory test reports used to support the commissioning of lighting systems must be: (a) filed in the aerodrome operator's Aerodrome Manual; and (b) kept in the custody, or under the control, of the aerodrome operator for as long as the relevant lighting system remains in service." The documentation found on site was the original ground check and flight check reports for when the PAPI system installed, dated 18 May 2006. However, there were no NATA reports found for any of the light fittings installed in 2017. This needs to be remediated, NATA certified reports need to be obtained from Airport Alliance for all the runway, threshold, and taxiway lights, as well as the windsock lighting.	Non-Compliant - Non-Safety Consideration	Ensure NATA certification, a ground check report and a flight check report for the commissioned airfield lights installed at this aerodrome are obtained and retained in the aerodrome manual suite.	Best practice MOS 9.17(1) - MOS 9.17(8)

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
6	ACMA Licences	Administration	Section 46 of the Radiocommunications Act 1992 makes it an offence to operate a radio apparatus without a licence that is registered with Air Services Australia (ASA) and the Australian Communications and Media Authority (ACMA).	The ACMA online radio apparatus licence register was consulted and there are two listed aviation licenses for this aerodrome, for the AFRU/PAALC at 126.7 MHz and the AWIS at 135.5 MHz. These were both current, and the conditions of the licenses were adhered to. Relevant images are recorded in section 6, item 6 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	Radiocommunications Act 1992 – Section 46
7	Inspections	Administration	The aerodrome manual must contain the procedures for carrying out aerodrome serviceability inspections.	The manual contains adequate procedures and checklists for carrying out serviceability inspections. Relevant images are recorded in section 6, item 7 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.03(1) MOS 11.04(1)(c) Best Practice
8	Inspection Results	Administration	The manual suite must contain results of inspections carried out by reporting officers and electricians.	Recent results of inspections carried out by reporting officers and electricians were found.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.03(1)(f)
9	Follow up Actions	Administration	The manual must contain the arrangements for taking follow-up action to correct deficiencies.	There were adequate follow-up procedures detailed in the manual to deal with correcting deficiencies.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.03(1)(d) MOS 11.04(2)(c)
10	Maintenance	Administration	The manual must contain arrangements for carrying out routine and emergency maintenance.	Routine and emergency maintenance procedures listed in the manual were considered adequate.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.04(1)
11	Light Switching Arrangements	Administration	The manual must contain arrangements for switching lights on and off, including back-up arrangements for pilot-activated lighting if installed.	The manual contained adequate arrangements for switching the airfield lights on and off, and it includes a manual override arrangement if the pilot activated lighting controls fail.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.04(1)
12	Obstacle Lighting	Administration	The manual must contain details of the arrangements for carrying out lighting inspections of obstacle lighting.	There was an acceptable procedure listed in the manual to carry out lighting inspections of the obstacle lighting installed for this aerodrome.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.04(1)(a) Best Practice
13	Obstacle Lighting Record of Outage Procedures	Administration	The manual must include procedures to be followed when an obstacle light failure occurs and details of any CASA notifications upon failure of specified obstacles.	The aerodrome manual included a procedure to be followed in the event that the obstacle lighting fails, and the procedure includes instructions to submit a NOTAM as required.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.36 MOS 12.04(1)(c)

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
14	Stand by Power	Administration	The manual must contain arrangements for stand-by power, if any.	This aerodrome is equipped with a backup generator, and it is configured to start automatically when the mains power to this aerodrome is disrupted. Evidence was presented that regular generator checks were conducted as part of the serviceability inspections. Relevant images are recorded in section 6, item 14 of this report	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.03 MOS 9.06 MOS 11.04(1)(b) MOS 11.04(1)(g)
15	System Failure	Administration	The manual must contain particulars of any other method of dealing with partial or total system failure including the usage of emergency lighting.	There was an acceptable procedure detailed within the aerodrome manual to deal with partial or total system failure and includes the usage of emergency lighting.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.07(1) MOS 9.07(2) MOS 11.04(1)(b) MOS 11.04(1)(g)
16	Lighting Spares	Administration	The manual should contain a list of minimum number of spare parts required at this aerodrome to ensure operational requirements are met.	As reported in the previous inspection report some spares were located within the terminal building, but there was no evidence of any spares listed within the aerodrome manual. To satisfy the permissible unserviceability requirements under section 11.10 of the aerodrome manual, it is considered best practice to formally state the number of spares that should be held as a minimum, and when new spare parts ought to be ordered. It is recommended that a minimum of 10% of every different light installed is kept as spares. But the exact amount to be held can be determined through a formal risk analysis at the SMS meeting if considered necessary. It is further recommended that a procedure should be written in the aerodrome manual so that a regular stock take of these spare parts is carried out.	Room for Improvement	Ensure that there is a minimum spares holding list contained within the aerodrome manual, along with a procedure detailing how these parts are to be checked through a regular stocktake of parts on hand.	MOS 9.137(1) MOS 9.140

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
17	Apron Lighting Phasing	Apron Lighting	For an aerodrome accommodating scheduled international air transport operations, the apron floodlighting must be distributed across the phases of a 3-phase power supply system. For other aerodromes, splitting lights across different phases is recommended as it will mitigate the risks associated with the stroboscopic effect of rotating propellers, which may appear stationary, whilst rotating at high speed.	The apron lighting is fed from a multiphase supply, and the lights are split across phases as recommended in the MOS.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.116(1) Best Practice

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
18	Bay 1 Apron Lighting Luminance Code C and above Aircraft for Air Transport Operations	Apron Lighting	An overall average horizontal illuminance of the aircraft parking position of 20 lux with a uniformity ratio (average to minimum) of not more than 4:1. An average vertical of each side of the aircraft of 20 lux, measured at a height of 2 metres above apron in the relevant parking direction along the aeroplane centreline until the point where the rearmost passenger or cargo door of the intended aircraft is reached.	The average horizontal illuminance of this bay was measured to be 16.26 lux. The uniformity ratio of average to minimum for this bay was 2.06: 1, both results are compliant. The average vertical illuminance at the centre line of this bay was measured to be a compliant 27.24 lux. This was with the lux meter facing the front of the aircraft as allowed for in the previous version of MOS this characteristic has been designed to. With the changes in the measuring procedures as specified in Part 139 MOS 2019, the bay was also measured in accordance with the new requirements. The results showed that the left side had a non-compliant average vertical illuminance of 10.73 lux, and the right side was measured to be non-compliant at 2.97 lux. The apron lighting has been designed under a previous version of the MOS, and it is evident that the illumination of this bay does not comply with the current MOS, as it is a requirement to ensure that both sides of the aircraft receive an average vertical illumination of 20 lux or higher. It is important to ensure evidence of a grandfather exemption for the apron lighting is documented in the aerodrome manual suite. Relevant images are recorded in section 6, item 18 of this report.	Compliant, but with recommendation	Ensure that the apron lighting is included in the table of grandfathered facilities in the aerodrome manual.	MOS 9.116(3)

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
19	Bay 2 Apron Lighting Luminance Code C and above Aircraft for Air Transport Operations	Apron Lighting	An overall average horizontal illuminance of the aircraft parking position of 20 lux with a uniformity ratio (average to minimum) of not more than 4:1. An average vertical of each side of the aircraft of 20 lux, measured at a height of 2 metres above apron in the relevant parking direction along the aeroplane centreline until the point where the rearmost passenger or cargo door of the intended aircraft is reached.	The average horizontal illuminance of this bay was measured to be 9.92 lux. The uniformity ratio of average to minimum for this bay was 1.66: 1, both results are compliant. The average vertical illuminance at the centre line of this bay was measured to be a compliant 17.59 lux. This was with the lux meter facing the front of the aircraft as allowed for in the previous version of MOS this characteristic has been designed to. With the changes in the measuring procedures as specified in Part 139 MOS 2019, the bay was also measured in accordance with the new requirements. The results showed that the left side had a non-compliant average vertical illuminance of 4.42 lux, and the right side was measured to be non-compliant at 2.30 lux. The apron lighting has been designed under a previous version of the MOS, and it is evident that the illumination of this bay does not comply with the current MOS, as it is a requirement to ensure that both sides of the aircraft receive an average vertical illumination of 20 lux or higher. It is important to ensure evidence of a grandfather exemption for the apron lighting is documented in the aerodrome manual suite. Relevant images are recorded in section 6, item 19 of this report.	Compliant, but with recommendation	Ensure that the apron lighting is included in the table of grandfathered facilities in the aerodrome manual.	MOS 9.116(3)

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
20	Glare Factor and Shadowing	Apron Lighting	Floodlighting should be aimed as to not cause glare to the pilots and in any event shall not cause the lighting intensity to be above 0 Candela when viewed from the runway (no direct light is to be evident on the runway). An aircraft parking position must receive, as far as is practicable, apron floodlighting from two or more directions to minimise shadows.	The apron light fittings are aimed to provide the optimum illuminance of the bays from multiple directions and does not appear to cause any excessive glare to pilots manoeuvring aircraft on the runway or taxiway.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.115(3) MOS 9.115(4) MOS 9.144 ICAO 9157.4.13
21	Apron Lighting Insulation Resistance	Apron Lighting	When the integrity of the insulation is stressed by applying a DC voltage of 500 Volts, the insulation resistance of the Apron Lighting circuit tested shall not be less than 1 MΩ.	The apron light feeder cables were tested for insulation resistance with a 500 Volt DC insulation tester, and this yielded a reading of 136MΩ for the red phase, 128MΩ for the white phase and 406MΩ for the blue phase when referenced to earth. Relevant images are recorded in section 6, item 21 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	AS 3000 8.3.6 AS 3000 7.4.8.1
22	Apron Lighting Outages	Apron Lighting	When published as available for night use, apron lights must be operational, or a NOTAM should be submitted to notify of the outage.	All the apron lighting was operational at the time of the inspection.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.138

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
23	Apron Lighting Activation	Apron Lighting	At an aerodrome where pilot activated lighting is used to activate the apron floodlighting, normal illuminance must be achieved within 2 minutes of activation. Apron floodlighting must be connected to the aerodrome secondary power supply, if available. The lighting must achieve not less than 50% of normal illuminance within 60 seconds of the end of a power interruption of 30 seconds or less. If the lighting cannot achieve 50% of normal illuminance within 60 seconds following a power interruption, auxiliary floodlighting must be provided to provide at least 2 lux of horizontal illuminance of the aircraft parking position(s).	Testing of the apron lighting activation revealed that a simulated pilot radio signal resulted in normal illuminance to be achieved within 2 minutes. Following a simulated power interruption of 30 seconds or less, the floodlights failed to achieve an illuminance of not less than 50% of normal illuminance within 60 seconds, as it took 9 minutes for the lights to restrike and come to the required illuminance level. Therefore, auxiliary floodlighting is required for this aerodrome's apron, or alternatively the lamps can be replaced with dual arc, instant restrike lamps. The correct globe will need to be sourced that suits the light fittings installed. The apron lighting is connected to the aerodrome standby power supply	Non-Compliant - Non-Safety Consideration	Replace lamps of the apron fittings with instant restrike dual arc tube lamps or install auxiliary light fittings.	MOS 9.116(8) MOS 9.116(9) MOS 9.116(10)

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
24	Lighting Control Cabinets	Electrical Control of Systems	Control cabinets must provide adequate protection, should have protective shielding for live terminals, should be clearly labelled, and be completed to a tradesman's finish. When the lighting is controlled via pilot activation, it is essential that the aerodrome operator ensures that there is sufficient access to all personnel that might be called upon to manually activate the aerodrome lighting in the event that the PAALC fails to respond to aerial VHF signals from incoming aircraft.	The control cubicles were in good condition, adequate protection was provided with shielding of live terminals, the controls and circuit components were clearly labelled, and it was completed to a tradesman's finish. Access to the override controls was available to all staff that might be called upon to manually activate the aerodrome lighting in the event of PAALC failure. Relevant images are recorded in section 6, item 24 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	Best Practice AS3000 1.6.4 AS3000 1.7.1 AS3000 2.2.4.2 ELR 49B(1)(b) Occupational Safety and Health and Electricity Licensing Amendment (Live Work) Regulations 2017
25	Circuit Hot Spots	Electrical Control of Systems	These can occur when connections become resistive and thus cause heat at the point where the circuit connections are made. It can also happen when a circuit is overloaded, components are incorrectly rated or there is excessive crowding of cables.	Using a heat sensitive camera, the controls and circuit connections were inspected for hot spots, and none were found. Relevant images are recorded in section 6, item 25 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	Best Practice
26	Dangerous Lights	Lighting in the vicinity of the aerodrome	No lights in the vicinity of the aerodrome are to cause confusion or dangerous glare to pilots.	There were no lights observed in the vicinity of this aerodrome that could be considered to cause confusion or glare to pilots.	Compliant with the standards	There are no recommendations for this inspection element.	CAR 94

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
27	PAPI General	PAPI Lighting	The Precision Approach Path Indicator (PAPI) system must consist of a row, or "wing bar", of 4 equally spaced sharp transition multi-lamp (or paired single lamp) units. A single sided system must be located on the left side of the runway, as viewed by an aircraft approaching to land, unless it is impracticable to do so. PAPI units must be no more than 0.9 m above ground level.	The PAPI installation at this aerodrome is single sided row of equally spaced sharp transition multi lamp units, located on the left side of the runway as viewed by an approaching aircraft. Some of the PAPI projectors were installed at over 0.9 metres above ground level. The previous MOS standard did not make it mandatory to have the PAPI units installed at no more than 0.9 metres above ground level, and therefore it is important to include the PAPI system as a grandfathered facility in the aerodrome manual. Relevant images are recorded in section 6, item 27 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.48 MOS 9.50 (10)
28	PAPI Angles Box A Runway End 1	PAPI Lighting	A – 2° 30'	11 Runway A – 2° 30'	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.49
29	PAPI Angles Box B Runway End 1	PAPI Lighting	B – 2° 50'	11 Runway B – 2° 50'	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.49
30	PAPI Angles Box C Runway End 1	PAPI Lighting	C – 3° 10'	11 Runway C – 3° 10'	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.49
31	PAPI Angles Box D Runway End 1	PAPI Lighting	D – 3° 30'	11 Runway D – 3° 30'	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.49
32	PAPI Angles Box A Runway End 2	PAPI Lighting	A – 2° 30'	29 Runway A – 2° 30'	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.49
33	PAPI Angles Box B Runway End 2	PAPI Lighting	B – 2° 50'	29 Runway B – 2° 50'	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.49
34	PAPI Angles Box C Runway End 2	PAPI Lighting	C – 3° 10'	29 Runway C – 3° 10'	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.49
35	PAPI Angles Box D Runway End 2	PAPI Lighting	D – 3° 30'	29 Runway D – 3° 30'	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.49
36	PAPI Clinometer Calibration	PAPI Lighting	Ensure that Clinometer is within calibration	The clinometer held by this aerodrome for measuring the PAPI projector angles was not within calibration and expired in January 2021. Relevant images are recorded in section 6, item 36 of this report.	Non-Compliant - Non-Safety Consideration	Ensure that the clinometer is sent away for re-calibration prior to the expiry of the calibration certificate.	Best practice for compliance with MOS 9.49

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
37	PAPI Fitting Condition	PAPI Lighting	The PAPI fittings should be clean and in generally good condition.	The PAPI fittings were well maintained, they were clean and in good condition. Relevant images are recorded in section 6, item 37 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	Best Practice
38	PAPI Frangible Connection	PAPI Lighting	The PAPI connections provided should be frangible and provide a non-spark break in the event it being struck by an aircraft in an emergency.	The current MOS mandates that the electrical connections must comply with ICAO 9157 Part 6. Amongst other mechanical frangibility requirements, ICAO 9157 Part 6 outlines the requirements for electrical connections, where it states that "conductors be designed such that they do not rupture but break at predetermined points within the limits for frangibility of the structure" and further it states that "the connectors should be protected by a break-away boot of a size commensurate with the voltage employed in order to contain any possible arcing at disconnection." It was noted that there were no suitable electrical connections that could be considered frangible within the meaning of ICAO 9157 Part 6, and therefore it is recommended to install frangible connections to the PAPI projectors. However, since the PAPI system was installed under a previous standard where the frangible connections were not expressly mandated, it could be argued that the lack of these could be grandfathered. Whilst this is technically possible, from a safety perspective it is recommended to upgrade the connections so that they are frangible as per the current regulations. Relevant images are recorded in section 6, item 38 of this report.	Non-Compliant - Safety Consideration	Ensure that the PAPI connections provided are frangible and provide a non-spark break in the event of an aircraft Incident.	MOS 9.09 MOS 9.50 ICAO 9157 Part 4 - 15 ICAO 9157 Part 6 - 4.8

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
39	PAPI Insulation Resistance	PAPI Lighting	When the integrity of the insulation is stressed by applying a DC voltage of 1000 Volts for 10 minutes, the insulation resistance of the PAPI circuit tested shall not be less than 1 MΩ.	A 13-minute insulation resistance test using 1000V DC for this circuit revealed a non-compliant insulation resistance of 0.61MΩ for runway approach 11. This value was not in keeping with previous insulation resistance measurement results of 1.04MΩ for this circuit, and it is important to note that further investigation into the low reading is carried out and rectified as required Relevant images are recorded in section 6, item 39 of this report.	Non-Compliant - Safety Consideration	Remediate the low insulation resistance of the runway circuit to comply with regulation. Consider replacing the lighting system for a solar powered non-wired runway edge lighting solution	AS 3000 8.3.6 AS 3000 7.4.8.1 ICAO Aerodrome Manual Part 5
40	PAPI Insulation Resistance Circuit 2	PAPI Lighting	When the integrity of the insulation is stressed by applying a DC voltage of 1000 Volts for 10 minutes, the insulation resistance of the PAPI circuit tested shall not be less than 1 MΩ.	A 13-minute insulation resistance test using 1000V DC for this circuit revealed a compliant insulation resistance of 1.54MΩ for runway approach 29. This value was in keeping with previous insulation resistance measurement results for this circuit. However, a reading below 2.0MΩ is still deemed low and monthly monitoring is recommended to confirm no further regression in the integrity of the circuit occurs. Relevant images are recorded in section 6, item 40 of this report.	Compliant, but with recommendation	Monitor the insulation resistance of this circuit for any sudden regression, in which case remedial actions to find the cause of the regression should be implemented.	AS 3000 8.3.6 AS 3000 7.4.8.1 ICAO Aerodrome Manual Part 5
41	PAPI Intensities	PAPI Lighting	The circuit current for the PAPI should be 6.6 Amps for daylight conditions, 4.5 Amps for twilight conditions, and 3.5 Amps for the night-time conditions.	The measured circuit currents for the PAPI system were 6.5 Amps for daytime operations, 4.5 Amps for twilight operations, and 3.51 Amps for night operations. Relevant images are recorded in section 6, item 41 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.12(7)

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
42	PAPI Outages Single Sided	PAPI Lighting	A PAPI light unit is deemed on outage when any lamp is on outage. Whenever a red filter has deteriorated such that it does not produce the correct colour light beam, is missing, or is damaged, all the lamps associated with that filter must be extinguished until the red filter is rectified. When the PAPI system has any outage, the whole system must be extinguished until the system is rectified	All PAPI projectors for this single sided system were operational and in good condition.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.140
43	PAPI Transition	PAPI Lighting	The transition for the PAPI projectors must be even for the twin projectors	A close-up analysis of the PAPI projectors revealed that the transition was even for the left and right side of each of the twin projectors. Relevant images are recorded in section 6, item 43 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.48 MOS 9.48(6)
44	AFRU PAALC Power Supply	Radio Systems	The power supply of an AFRU shall automatically changeover to an internal or external battery stand-by power source when the permanent power source is interrupted. This battery needs to be able to sustain the operation of the AFRU for 24 hours, assuming the load is two voice responses per hour. The battery installed should therefore exhibit an internal impedance that is in keeping with the manufacturer's recommended internal impedance.	As per the previous inspection report the backup battery of the AFRU had and still has a broken terminal due to excessive corrosion. This still needs to be addressed. An AFRU is a device that assists in aviation safety by alerting other pilots of traffic in the vicinity of the aerodrome. If the power fails and the generator does not start, there is a potential safety situation, as the AFRU will not work, and pilots will therefore not receive the required warnings that there is other traffic in the vicinity. This is a potentially dangerous situation that CASA have addressed by mandating the requirement of having a suitable backup battery to ensure that the AFRU is operational at all times, regardless of the mains supply status. Relevant images are recorded in section 6, item 44 of this report.	Non-Compliant - Safety Consideration	Ensure that the AFRU has an internal or external battery standby power source that is in good condition to meet the requirements for 24 hours of operation. Battery replacement is recommended now.	MOS 22.04(12) Best Practice

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
45	AFRU PAALC Flashing of IWDI	Radio Systems	The PAALC must cause the primary windsock lighting (at least) to flash at 40-50 cycles per minute for the last 10 minutes of the activation cycle. A subsequent PAALC activation must cause the IWDI lights flashing to stop and reset the timer for another activation period.	The PAALC control was configured to flash the primary IWDI lighting, and it was measured to flash at 48 cycles a minute, which is acceptable.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.19(6) MOS 9.19(7)
46	Transmitter Recorded Voice Message	Radio Systems	Recorded voice transmission of an AFRU and PAALC must be clear and intelligible, and the length of the carrier transmission should not exceed the recorded voice message	The recorded voice transmissions of the AFRU were clear and concise, and the length of the carrier transmission did not exceed the recorded voice message.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 22.04
47	RWL Spacing	Runway Lighting	The spacing of the runway lighting must be evenly spaced at no more than 60 metres if the aerodrome is used for non-precision instrument approaches.	The runway lights were correctly and evenly spaced at no more than 60 metres between adjacent lights.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.51(5)
48	RWL General Installation Observations	Runway Lighting	The condition of the runway lights needs to be evaluated with respect to reliability and the condition of the secondary cables installed in pavement if applicable	The runway lights were installed on plates on the shoulder of the runway, they were firmly anchored, and the secondary cables were sealed in the pavement with a suitable compound to secure them into place and prevent physical damage.	Compliant with the standards	There are no recommendations for this inspection element.	Best Practice
49	Maintenance of Lighting Seals	Runway Lighting	Rubber seals must be intact so that there is no water and dirt ingress.	The rubber seals of the edge light fittings were in good condition. Relevant images are recorded in section 6, item 49 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.136(4)

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
50	Maintenance of Lighting Obstructions	Runway Lighting	Grass around lights must be maintained such that the lights are not obscured in any way. Lights must be kept free of dirt so as not to degrade their colour and conspicuousness. Damage or degraded lights should be replaced as soon as possible.	The runway strip area around the edge lights was clear of any vegetation that might obscure them. They were well maintained, and no noticeable damaged or degraded lights were discovered during this inspection.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.136(4) MOS 9.136(5)
51	RWL Elevated Lights Preferred	Runway Lighting	Elevated lights should be used in preference to inset unless impracticable.	The edge lighting system consisted predominantly of elevated lights, inset lights were only used where it was impracticable to have elevated lights.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.11(1)(e) MOS 9.55(3)
52	RWL Elevation	Runway Lighting	Runway light fittings need to be less than 360 mm above ground.	All elevated edge lights were less than 360mm above ground level.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.11(1)(d)
53	Inset Lighting Elevation_Normally in contact with Aircraft Wheels	Runway Lighting	Inset lights must not project more than 13mm above the surrounding surface where the lights will normally come in contact with aircraft wheels.	The inset lights were correctly installed, level with the surrounding runway surface and projected less than 13mm above the surrounding area. Relevant images are recorded in section 6, item 53 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.11(4)(d)
54	RWL General	Runway Lighting	Runway light fitting must be frangible, yellow and fittings must be a minimum weight and fit for purpose.	The edge lighting system consisted of yellow fittings, they were of an aviation specific design, they were frangible, fit for purpose and complied with MOS design standards for edge light fittings.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.12 ICAO 9157 Part 4 - 15 ICAO 9157 Part 6 - 4.8

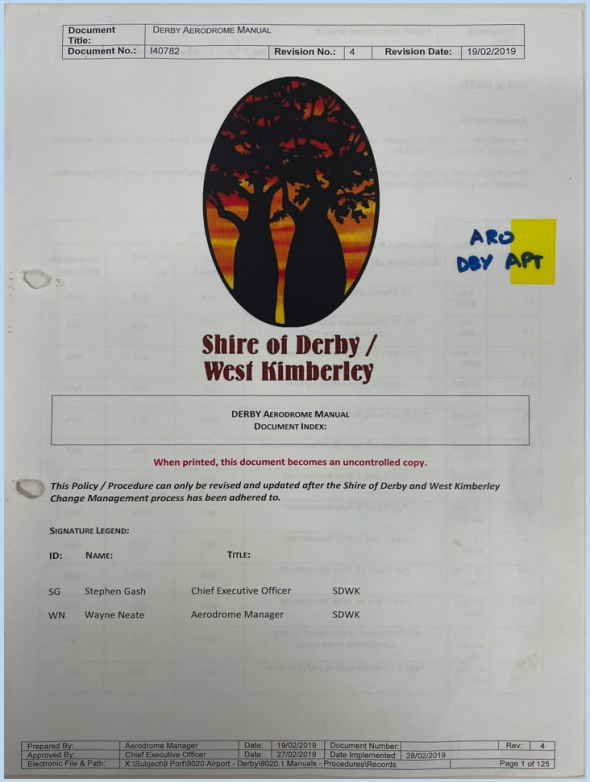
No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
55	RWL Low Intensity Lighting Current	Runway Lighting	For low intensity runway edge lighting systems, the circuit current should be set to provide an average light intensity of 100 candelas. Low intensity runway lights are designed to provide optimum intensity at 6.6 Amps. Lighting intensity must be controlled so that, in conditions of minimum visibility, a pilot is not subjected to a light output that may have an adverse effect on aviation safety (a hazardous light output) and the operating current and the corresponding intensity selection must be documented in the aerodrome manual.	The runway edge lighting circuit current was measured to be 6.0 Amps, which is in keeping with the flight-tested intensity and is satisfactory. Relevant images are recorded in section 6, item 55 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.12 MOS 9.75 Table 9.75(2) Figure 9.75(1)
56	RWL to be Level	Runway Lighting	Runway lights must be level.	The runway edge lights were inspected at random and found to be installed level to provide maximum visibility for approaching aircraft. Relevant images are recorded in section 6, item 56 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.74
57	RWL Allowable Outages	Runway Lighting	No more than 15% of lights allowable outage but not two adjacent lights	All runway lights were found to be operational during this inspection, no outages were observed.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.137(5)(g)
58	TWY Lighting Outages	Runway Lighting	No holding points outages allowed.	All taxiway and holding point lights were found to be operational during this inspection, no outages were observed.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.137(5)(a)
59	Insulation Resistance Runway	Runway Lighting	When the integrity of the insulation is stressed by applying a DC voltage of 1000 Volts for 10 minutes or more, the insulation resistance of the Runway circuit tested shall not be less than 1 MΩ.	A 13-minute insulation resistance test using 1000V DC for this circuit revealed a compliant insulation resistance of 128GΩ. This value was in keeping with previous insulation resistance measurement results for this circuit. Relevant images are recorded in section 6, item 59 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	AS 3000 8.3.6 AS 3000 7.4.8.1

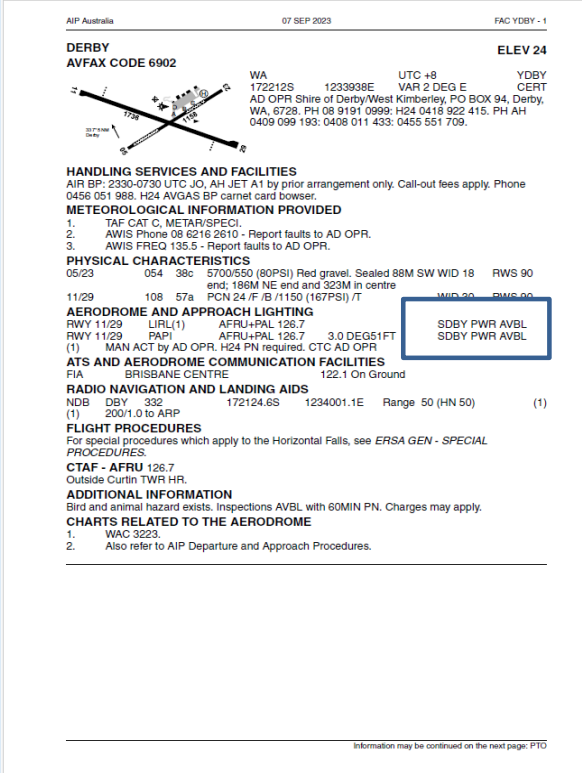
No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
60	Standardisation of Lighting	Uniformity of Lighting Systems	MOS requires uniformity of lighting. No mixture of LED and other types of light fittings is permitted within any light system. Each light within a system must be of consistent uniform intensity, chromaticity, and colour.	There was clear uniformity of lighting between the various systems, each light within a system was consistently uniform in intensity, chromaticity and colour, there was no mixture of LED and incandescent lights within any system.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.10
61	IWDI Light Position	Windsock Lighting	An Illuminated Wind Direction Indicator (IWDI) must be illuminated by floodlighting from above.	The windsock of the IWDI installed at this aerodrome were provided with floodlighting from above. Relevant images are recorded in section 6, item 61 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.38(3)
62	IWDI Lighting Standard	Windsock Lighting	An IWDI must be illuminated by at least 4 lamp units which together provide at least 100 lux illumination on any point of the horizontal plane passing through the top of the IWDI sleeve at the supporting pole end.	The IWDI illumination was facilitated by 4 lamp units, which together provide adequate illumination of the windsock sleeve. Relevant images are recorded in section 6, item 62 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.38(4)
63	IWDI non Glare	Windsock Lighting	The floodlighting is to be aimed and shielded to ensure that it causes neither glare nor distraction to pilots.	The IWDI floodlights were considered to cause neither glare nor distraction.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.143
64	IWDI PAALC Reset Requirement	Windsock Lighting	If the PAALC system is reset for another ‘ON‘ period, the lights of the wind direction indicator are to return to steady lighting.	When the PAALC was reset for another 'ON' period, the flashing of the primary IWDI ceased and became steady in appearance.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.19(6) MOS 9.38(9)
65	IWDI Allowable Outages	Windsock Lighting	No more than 1 of the lights may be on outage.	All IWDI lights were operational at the time of the inspection.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.137(5)(b)
66	IWDI Electrical Termination	Windsock Lighting	Check electrical terminations are to industry standard and not corroded.	The terminations of the primary IWDI were inspected and were found to be in good condition, no corrosion noted. Relevant images are recorded in section 6, item 66 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	Best Practice

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
67	IWDI Control for Single IWDI	Windsock Lighting	If there is only one IWDI then control of its lighting must be incorporated in each runway's lighting control, so that activating any runway lighting system automatically activates the IWDI lighting.	The IWDI was configured to illuminate whenever the runway lighting was activated.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.38(6)
68	IWDI Insulation Resistance Primary	Windsock Lighting	When the integrity of the insulation is stressed by applying a DC voltage of 500 Volts, the insulation resistance of the IWDI circuit tested shall not be less than 1 MΩ.	An insulation resistance test using 500V DC for this circuit revealed a compliant insulation resistance of 550MΩ. This value was in keeping with previous insulation resistance measurement results for this circuit. Relevant images are recorded in section 6, item 68 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	AS 3000 8.3.6 AS 3000 7.4.8.1

AMS
Aerodrome Management Services Pty Ltd

6. Supporting Images

No	Heading	Category	Supporting Images
1	Administration General	Administration	

No	Heading	Category	Supporting Images
4	ERSA Listing	Administration	

AIP Australia 07 SEP 2023 FAC YDBY - 1

DERBY **ELEV 24**
AVFAX CODE 6902

WA UTC +8 YDBY
172212S 1233938E VAR 2 DEG E CERT
AD OPR Shire of Derby/West Kimberley, PO BOX 94, Derby, WA, 6728. PH 08 9191 0999: H24 0418 922 415. PH AH 0409 099 193: 0408 011 433: 0455 551 709.

HANDLING SERVICES AND FACILITIES
AIR BP: 2330-0730 UTC JO, AH JET A1 by prior arrangement only. Call-out fees apply. Phone 0456 051 988. H24 AVGAS BP carnet card bowser.

METEOROLOGICAL INFORMATION PROVIDED
1. TAF CAT C, METAR/SPECI.
2. AWIS Phone 08 6216 2610 - Report faults to AD OPR.
3. AWIS FREQ 135.5 - Report faults to AD OPR.

PHYSICAL CHARACTERISTICS
05/23 054 38c 5700/550 (80PSI) Red gravel. Sealed 88M SW WID 18 RWS 90 end; 186M NE end and 323M in centre
11/29 108 57a PCN 24 /F /B /1150 (167PSI) /T WID 30 RWS 90

AERODROME AND APPROACH LIGHTING
RWY 11/29 LIRL(1) AFRU+PAL 126.7 SDBY PWR AVBL
RWY 11/29 PAPI AFRU+PAL 126.7 3.0 DEG51FT SDBY PWR AVBL
(1) MAN ACT by AD OPR. H24 PN required. CTC AD OPR

ATS AND AERODROME COMMUNICATION FACILITIES
FIA BRISBANE CENTRE 122.1 On Ground

RADIO NAVIGATION AND LANDING AIDS
NDB DBY 332 172124.6S 1234001.1E Range 50 (HN 50) (1)
(1) 200/1.0 to ARP

FLIGHT PROCEDURES
For special procedures which apply to the Horizontal Falls, see *ERSA GEN - SPECIAL PROCEDURES*.

CTAF - AFRU 126.7
Outside Curtin TWR HR.

ADDITIONAL INFORMATION
Bird and animal hazard exists. Inspections AVBL with 60MIN PN. Charges may apply.

CHARTS RELATED TO THE AERODROME
1. WAC 3223.
2. Also refer to AIP Departure and Approach Procedures.

Information may be continued on the next page: PTO

The ERSA requires updating to confirm if the standby power is either manually or automatically operated.

Aerodrome Management Services Pty Ltd

No	Heading	Category	Supporting Images
6	ACMA Licences	Administration	

Site details	
Site ID	441428
Site address	PAALC Site Derby Airport, DERBY WA 6728
Co-ordinates (GDA94)	Latitude: -17.368599 Longitude: 123.66125
Transmitter details	
Assigned frequency	126.700000 MHz
Bandwidth	25.0000 kHz
Freq. assign. ID	0000899280
Transmitter power	3.00 W
EIRP	
Emission designator	6K00A3E
Antenna details	
Antenna ID	60291
Antenna polarisation	V - Vertical linear
Antenna azimuth	
Antenna height (m)	5
Antenna type	Ground Plane-C

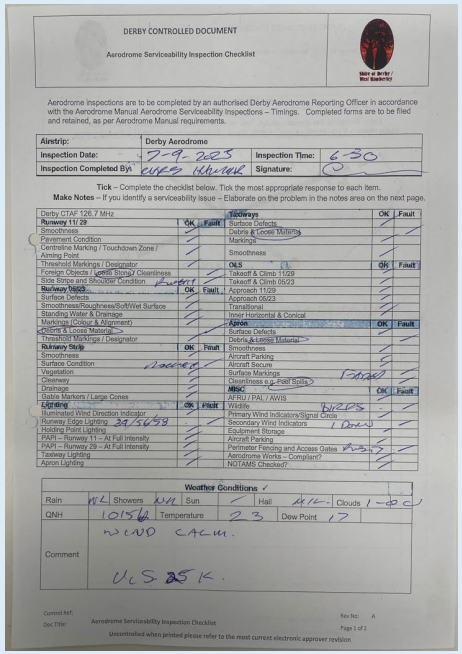
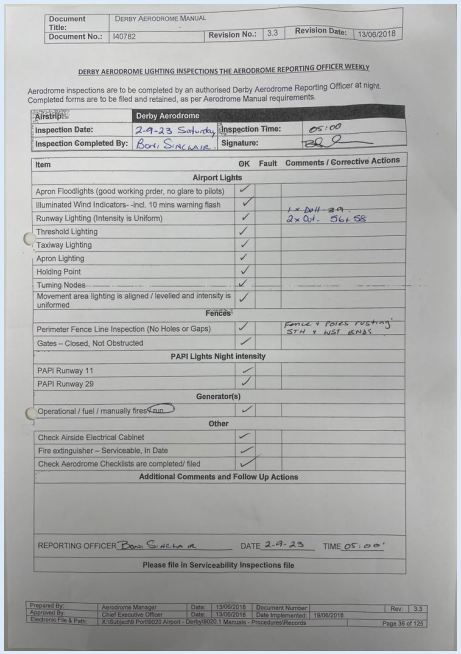
Licensee details	
Customer ID	240134
Licensee	SHIRE OF DERBY WEST KIMBERLEY
Licensee address	PO Box 94, DERBY, WA 6728
Licence details	
Licence service	Aeronautical
Licence subservice	Aeronautical Assigned System
Licence number	1192507/1
Callsign	VMI759
Date of issue	26/06/2023
Date of effect	26/06/2023
Date of expiry	07/07/2024
Licence conditions	

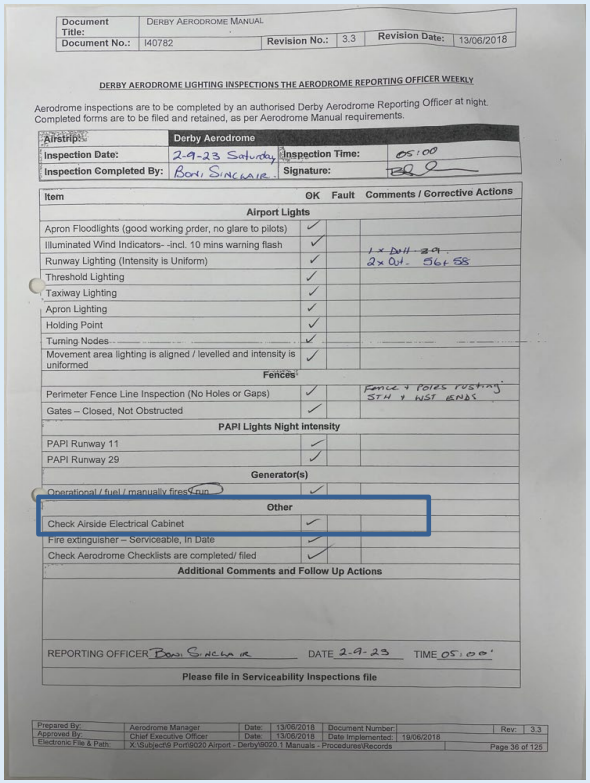
AFRU/PAALC 126.700 MHz.

Site details	
Site ID	136732
Site address	Public Terminal Derby Airport, Derby Highway, Derby WA 6728
Co-ordinates (GDA94)	Latitude: -17.369796 Longitude: 123.662732
Transmitter details	
Assigned frequency	135.500000 MHz
Bandwidth	25.0000 kHz
Freq. assign. ID	0000895445
Transmitter power	1.00 W
EIRP	4.00 W
Emission designator	6K00A3E
Antenna details	
Antenna ID	70018
Antenna polarisation	V - Vertical linear
Antenna azimuth	
Antenna height (m)	4
Antenna type	Colinear Vertical-U

Licensee details	
Customer ID	240134
Licensee	SHIRE OF DERBY WEST KIMBERLEY
Licensee address	PO Box 94, DERBY, WA 6728
Licence details	
Licence service	Aeronautical
Licence subservice	Aeronautical Assigned System
Licence number	1452062/1
Callsign	VKI875
Date of issue	26/06/2023
Date of effect	26/06/2023
Date of expiry	07/07/2024
Licence conditions	

AWIS 135.500 MHz

No	Heading	Category	Supporting Images
7	Inspections	Administration	  *Serviceability Inspection completed checklists.*

No	Heading	Category	Supporting Images
14	Stand by Power	Administration	

Document Title: DERBY AERODROME MANUAL
Document No.: I40782 Revision No.: 3.3 Revision Date: 13/06/2018

DERBY AERODROME LIGHTING INSPECTIONS THE AERODROME REPORTING OFFICER WEEKLY

Aerodrome inspections are to be completed by an authorised Derby Aerodrome Reporting Officer at night. Completed forms are to be filed and retained, as per Aerodrome Manual requirements.

Airstrip: Derby Aerodrome
Inspection Date: 2-9-23 Saturday Inspection Time: 05:00
Inspection Completed By: Boris Sinclair Signature:

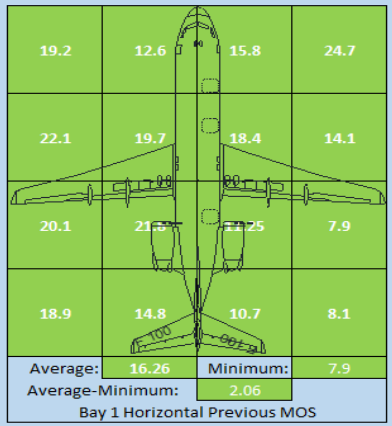
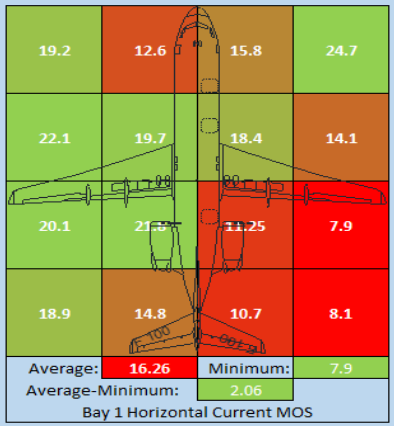
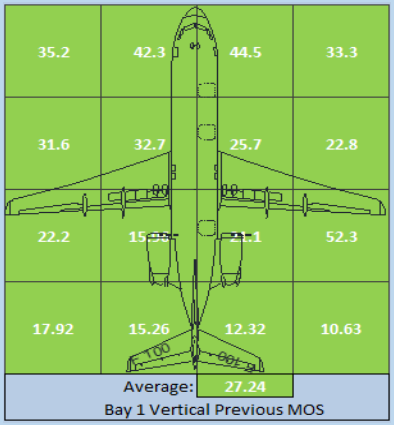
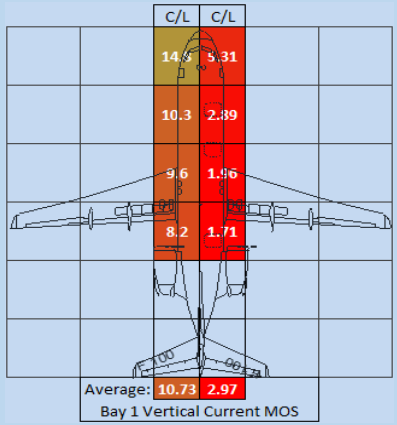
Item	OK	Fault	Comments / Corrective Actions
Airport Lights			
Apron Floodlights (good working order, no glare to pilots)	✓		
Illuminated Wind Indicators- -incl. 10 mins warning flash	✓		
Runway Lighting (Intensity is Uniform)	✓		1x DAH 29 2x QH. 56t 58
Threshold Lighting	✓		
Taxiway Lighting	✓		
Apron Lighting	✓		
Holding Point	✓		
Turning Nodes	✓		
Movement area lighting is aligned / levelled and intensity is uniformed	✓		
Fences			
Perimeter Fence Line Inspection (No Holes or Gaps)	✓		FENCE & POLES RUSTING STH & WST ENDS
Gates – Closed, Not Obstructed	✓		
PAPI Lights Night intensity			
PAPI Runway 11	✓		
PAPI Runway 29	✓		
Generator(s)			
Operational / fuel / manually fired / run	✓		
Other			
Check Airside Electrical Cabinet	✓		
Fire extinguisher – Serviceable, In Date	✓		
Check Aerodrome Checklists are completed/ filed	✓		
Additional Comments and Follow Up Actions			

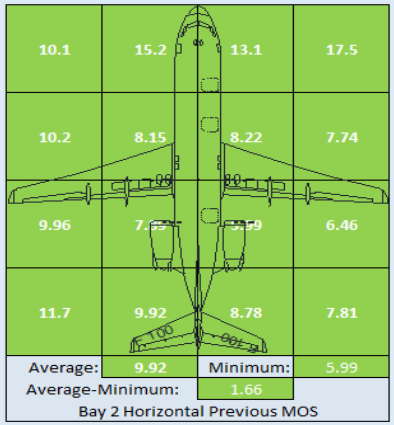
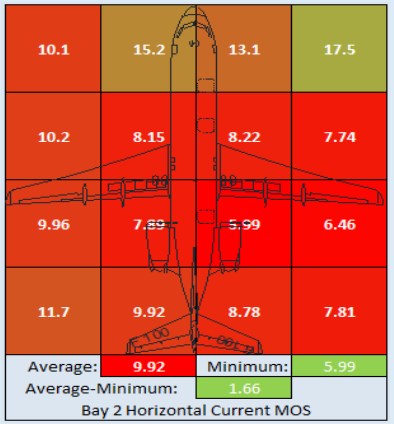
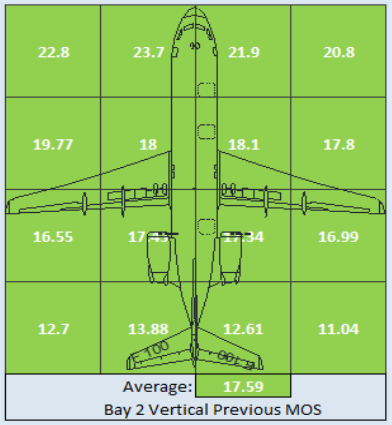
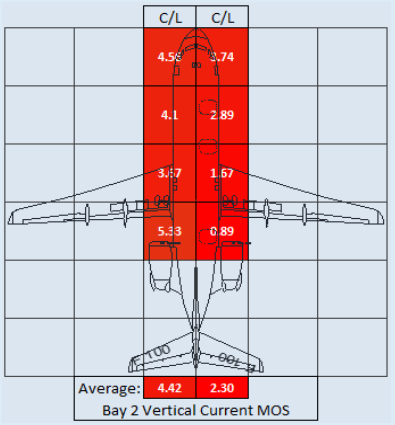
REPORTING OFFICER Boris Sinclair DATE 2-9-23 TIME 05:00

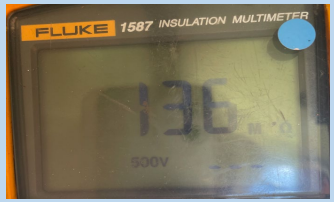
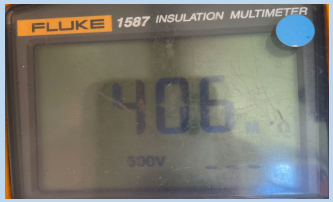
Please file in Serviceability Inspections file

Prepared By: Aerodrome Manager Date: 13/06/2018 Document Number: Rev: 3.3
Approved By: Chief Executive Officer Date: 13/06/2018 Date Implemented: 19/06/2018
Electronic File & Path: X:\Subject\9 Port\9020 Airport - Derby\9020.1 Manuals - Procedures\Records Page 36 of 125

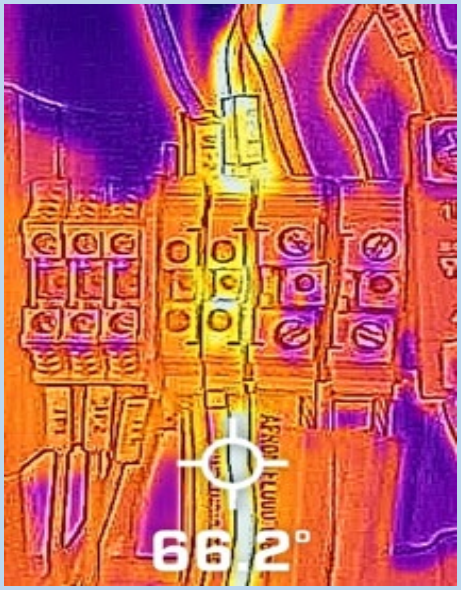
Generator checked and operated weekly.

No	Heading	Category	Supporting Images
18	Bay 1 Apron Lighting Luminance Code C and above Aircraft for Air Transport Operations	Apron Lighting	   

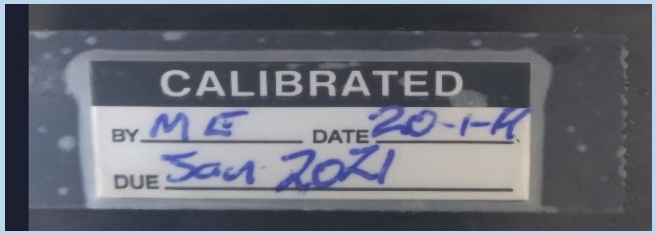
No	Heading	Category	Supporting Images
19	Bay 2 Apron Lighting Luminance Code C and above Aircraft for Air Transport Operations	Apron Lighting	   

No	Heading	Category	Supporting Images
21	Apron Lighting Insulation Resistance	Apron Lighting	*All compliant readings above the required minimum of >1.0MΩ*  *Floodlight 1*  *Floodlight 2*  *Floodlight 3*

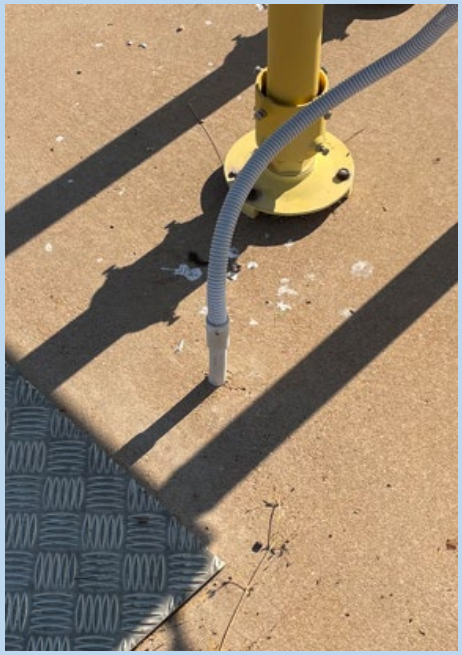
No	Heading	Category	Supporting Images
24	Lighting Control Cabinets	Electrical Control of Systems	 

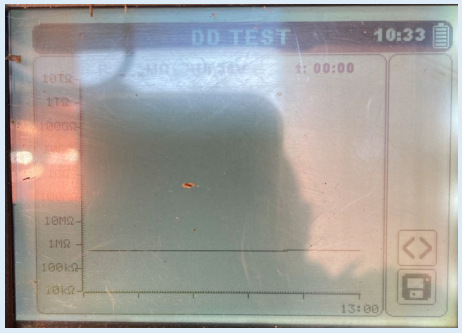
No	Heading	Category	Supporting Images
25	Circuit Hot Spots	Electrical Control of Systems	  *No excessive heat spots identified*

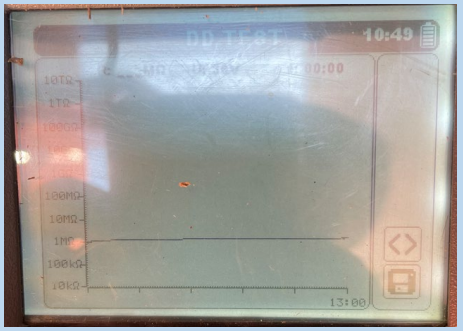
No	Heading	Category	Supporting Images
27	PAPI General	PAPI Lighting	

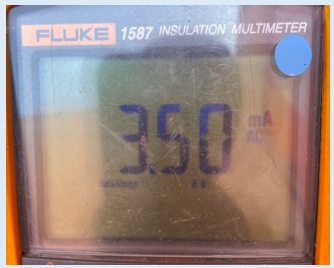
No	Heading	Category	Supporting Images
36	PAPI Clinometer Calibration	PAPI Lighting	   *Calibration upto Jan 2021, 2 years overdue.*

No	Heading	Category	Supporting Images
37	PAPI Fitting Condition	PAPI Lighting	   *PAPI's in good condition and no sign of pitting*

No	Heading	Category	Supporting Images
38	PAPI Frangible Connection	PAPI Lighting	  *No frangible connections incorporated on the PAPI's installation.*

No	Heading	Category	Supporting Images
39	PAPI Insulation Resistance Circuit 1	PAPI Lighting 11	  *Runway approach 11 non compliant, minimum reading required >1.0MΩ, investigation required.*

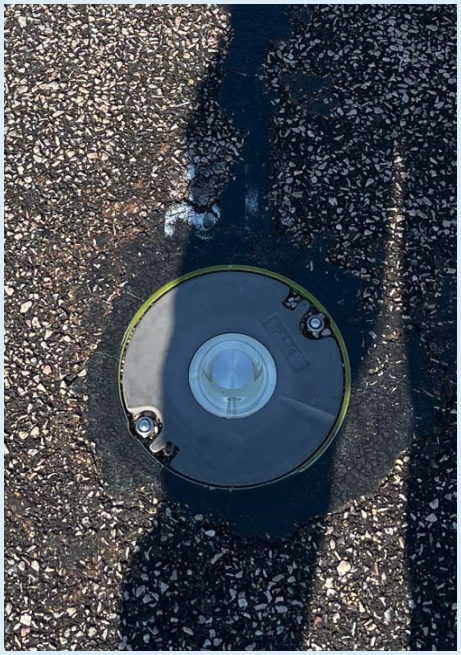
No	Heading	Category	Supporting Images
40	PAPI Insulation Resistance Circuit 2	PAPI Lighting 29	  *Runway approach 29 compliant but requires further monitoring.*

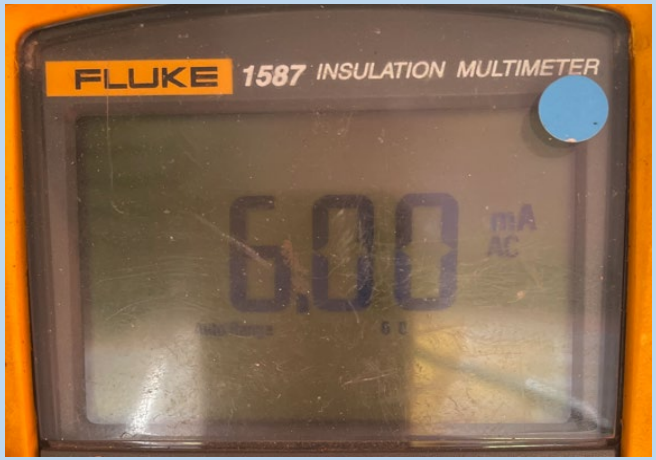
No	Heading	Category	Supporting Images
41	PAPI Intensities	PAPI Lighting	*PAPI Runway Approach 11*  *Night*  *Dusk*  *Day* *PAPI Runway Approach 29*  *Night*  *Dusk*  *Day*

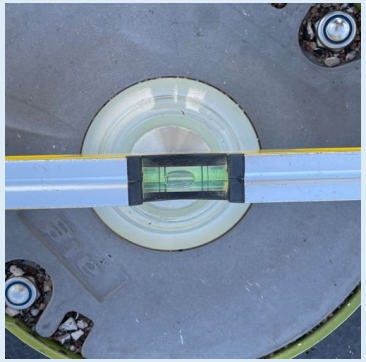
No	Heading	Category	Supporting Images
43	PAPI Transition	PAPI Lighting	 *PAPI Runway Approach 11*  *PAPI Runway Approach 29*

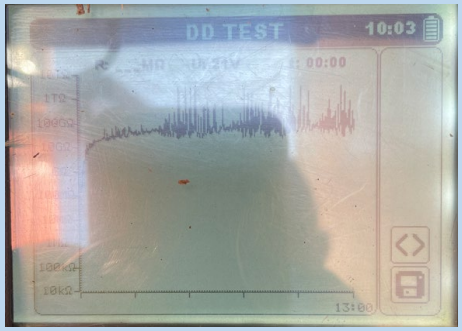
No	Heading	Category	Supporting Images
44	AFRU PAALC Power Supply	Radio Systems	 *Battery terminal broken requires replacement battery as a matter of urgency.*

No	Heading	Category	Supporting Images
49	Maintenance of Lighting Seals	Runway Lighting	  *Seals in good condition*

No	Heading	Category	Supporting Images
53	Inset Lighting Elevation_Normally in contact with Aircraft Wheels	Runway Lighting	  *Inset lights level and seals intact.*

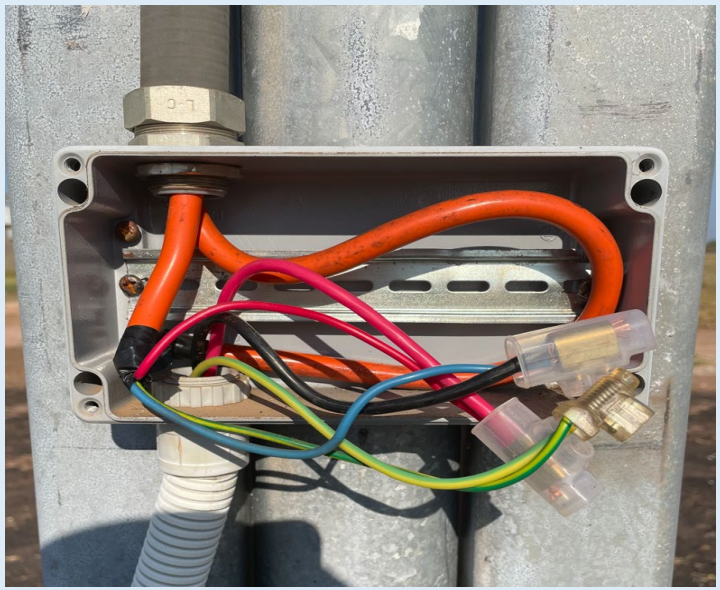
No	Heading	Category	Supporting Images
55	RWL Low Intensity Lighting Current	Runway Lighting	 *6.0 Amps slightly up from previous inspection of 5.8 Amps and satisfactory.*

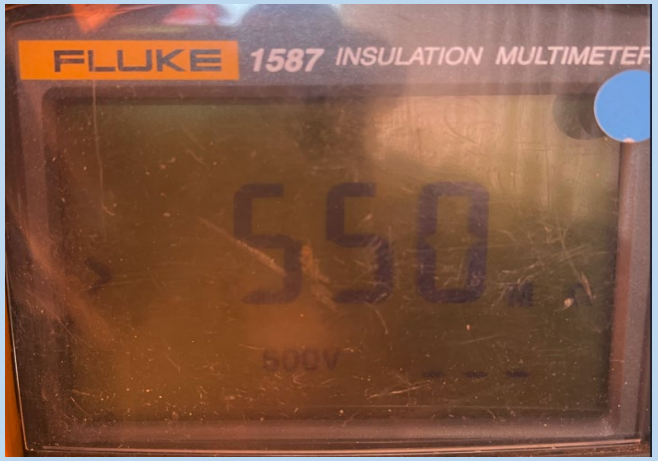
No	Heading	Category	Supporting Images
56	RWL to be Level	Runway Lighting	 *Taxiway*  *Threshold*  *Runway*  *Inset*

No	Heading	Category	Supporting Images
59	Insulation Resistance Runway	Runway Lighting	  *Runway compliant reading above the minimum required >1.0MΩ.*

No	Heading	Category	Supporting Images
61	IWDI Light Position	Windsock Lighting	

No	Heading	Category	Supporting Images
62	IWDI Lighting Standard	Windsock Lighting	

No	Heading	Category	Supporting Images
66	IWDI Electrical Termination	Windsock Lighting	

No	Heading	Category	Supporting Images
68	IWDI Insulation Resistance Primary	Windsock Lighting	 *IWDI compliant reading of 550MΩ above the minimum required >1.0MΩ.*

Fitzroy Crossing Aerodrome
Aerodrome Technical Inspection

Date of Inspection: 23/08/2024

Inspector: Kevin Thomas
Aerodrome Management Services Pty Ltd

ACN 625 913 484 / ABN 78 625 913 484
National Training Provider: ID 52413



Document Control

Draft report	Survey sheets/ NOTAM review	Report review	Final report approved	Report issued
Kevin Thomas	Andrew Roberts	Jill McInroy	Kevin Thomas	01/10/2024

Disclaimer

This report has been prepared by Aerodrome Management Services (AMS) under contract reference number PRN 10027045. This contract is between AMS and the Department of Infrastructure, Transport, Regional Development, Communications and the Arts and is for the provision of remote aerodrome inspection services.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed on the date of the inspection annotated in this report. AMS holds no responsibility or obligation to update this report to account for events or changes that occur subsequent to the inspection.

AMS does not accept liability in connection with any unverified information, errors or omissions in the documentation provided by the aerodrome operator to the AMS inspector. AMS does not accept responsibility for any errors in the report that arise due to any change to the aerodrome, its facilities or procedures subsequent to the inspection.

Executive Summary

The Fitzroy Crossing Aerodrome was inspected on the 23rd August 2024 by Kevin Thomas from Aerodrome Management Services (AMS).

The aerodrome operator must supply CASA with a copy of the technical inspection report within 30 days of the operator receiving the report, or such longer time as is agreed to by CASA in writing.

[Part 139 MOS[1], 12.08(7)].

The aerodrome is being well maintained by local staff within the scope of their resourses. That is to say, the grass is slashed, markers are clear, well aligned and all lights are working.

The runway pavement is badly warped and the runway should be reconstructed. Capital restraints have prevented this work being carried out. The runway seal is badly cracked however diligent work by the AROs have water proofed it using crack patching techniques.

The Safety Management Committee and the Aerodrome Emergency Committee have not met for many years and these compliance issues need to be addressed. There has not been an emergency exercise since 2016 either. Management should consider their legal options of down grading both the Safety Management and the Emergency response to more realistic attainments and amend the aerodrome manual accordingly.

The aerodrome manual and the application for Certification under Part 139 MOS is still under consideration by CASA meaning now would be an appropriate opportunity to amend the submitted manual.

It is pleasing to find that the AROs are well qualified and experienced. They are knowledgeable and dedicated to their work.

NOTE: THERE IS A NOTAM FOR IMMEDIATE ISSUE INCLUDED IN THIS REPORT.

AMDEND ROUTE SUPPLEMENT AUSTRALIA

DECLARED DISTANCE AND CRADIENT CHANGES

RWY	TODA
01	1360(1.2%)
19	1360(2.22%)

SUPPLEMENTARY DISTANCES

RWY 19 1269(1.6%), 1320(1.9%), 1357(2.2%)

[1] *Part 139 (Aerodromes) Manual of Standards (MOS) (legislation.gov.au)*

AMS would like to thank the Department of Infrastructure, Transport, Regional Development, Communications and the Arts for engaging AMS to conduct this inspection, and the AROs for their assistance during the site visit.

A summary of the findings identified during this inspection are detailed in the following table. Corrective actions have also been provided to assist the aerodrome operator develop a corrective action plan.

Findings and Corrective Actions

Findings identified during the technical inspection have been categorised based on the assessed risk implication and the recommended time frame for implementation of corrective actions.

Corrective Action Categories	
Immediate action required	A finding in this category relates to an issue that, in the opinion of the Technical Inspector, is a safety concern and corrective action must be taken at the earliest opportunity.
Action required	Findings in this category require corrective action(s) to align facilities or processes with the Part 139 MOS, aerodrome manual requirements, ensure preventative maintenance is conducted or establish administrative compliance. These findings should be addressed as soon as practicable.
Action recommended	Corrective actions in this category are suggestions based on industry best practice. Implementation is at the discretion of the Aerodrome Operator.

AMS RECOMMENDS THE AERODROME OPERATOR REVIEWS THIS REPORT WITHIN 30 DAYS, UTILISING THE SMS, RMP OR MANAGEMENT SYSTEM APPLICABLE TO THE AERODROME.

SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (Aerodrome Operator to complete plan in separate document)
		✓	✓	✓		
Part 139 MOS CASA reporting requirements	The aerodrome operator must supply CASA with a copy of the technical inspection report within 30 days of the operator receiving the report, or such longer time as is agreed to by CASA in writing [Part 139 MOS, 12.08(7)].		✓		Forward a copy of the 2024 ATI report to aerodromes@casa.gov.au.	
5.2	There is insufficient room for RESAs at each end of the runway strip.		✓		Grandfather the dimension and location of the RESA at both ends of the runway. The RESAs start at the end of the runway and not the runway strip and are 60m x 60m.	
7.3	Runway End Safety Area (RESA) dimensions are now required to be published in the ERSA-RDS.		✓		Submit a Data Change Request (DCR) via the ADO portal using the following steps: • On the DCR Edit Page, select the document type as RDS. • In the Data Field section, select the newly created RESA option from the dropdown menu. • In the New Value field, enter the RESA value for each applicable runway direction for which a RESA is established in one of the following formats:	

SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (Aerodrome Operator to complete plan in separate document)
		✓	✓	✓		
					RWY 01 RESA dimensions 60 M x 60 M commences from RWY end. **RWY 19 RESA dimensions 60M x 60M commences from RWY end** Note: If a DCR has already been submitted, review the DCR by selecting the pencil icon in the operations column on the DCR Dashboard and confirm the on-screen notification. If required, amend the information in accordance with the format detailed above.	
8.0	The new aerodrome manual and procedures have not been implemented. For previously registered aerodromes, this is expected even if CASA has not yet reviewed and accepted the documentation**.**		✓		Implement the aerodrome's new documentation and procedures. Ensure aerodrome personnel are familiar with all requirements.	
8.1	The Global Reporting Format (GRF) for assessing and reporting runway surface conditions has been implemented in Australia.		✓		Ensure applicable aerodrome staff receive appropriate training. Update the aerodrome manual and associated documentation and ensure the required procedures are	

SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (Aerodrome Operator to complete plan in separate document)
		✓	✓	✓		
					implemented prior to the end of the transition period.	
9.0	The ADP and Aerodrome Physical Characteristics are referred to in the aerodrome manual as subsidiary documents, rather than as parts of the aerodrome manual held in electronic form.		✓		Remove the ADP and Aerodrome Physical Characteristics data sheets from the supporting documents section of the aerodrome manual. These should be referred to in the relevant sections of the aerodrome manual as 'electronic extensions' to the aerodrome manual with an applicable link or electronic document address to ensure they are conveniently accessible.	
10.1	Some personnel listed in the aerodrome manual as holding key positions required by the Part 139 MOS are incorrect.		✓		Update the aerodrome manual to include the names of current personnel holding the key positions.	
10.2	Training records were not observed for some AROs/WSOs.		✓		Ensure all AROs/WSOs complete applicable training and training records are maintained on file. Ensure a separate file is maintained in Fitzroy Crossing for Audit purposes.	
10.3	Evidence of ongoing Validation of Competency (VOC) for AROs/WSOs was not observe			✓	Develop and implement an annual VOC process for all AROs/WSOs.	

SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (Aerodrome Operator to complete plan in separate document)
		✓	✓	✓		
11.0	The SMS meeting is overdue.		✓		Hold an SMS meeting as soon as practicable. Ensure the meeting schedule detailed in the aerodrome's SMS is adhered to.	
12.1.1	The runway pavement is deformed, causing undulations and poor ride quality.		✓		Continue with plans to reconstruct the runway.	
12.1.2	Australia is transitioning from Pavement Classification Number (PCN) to Pavement Classification Rating (PCR).		✓		Determine the PCR data for the runway(s) and submit via the ADO portal for publication in the ERSA-FAC in accordance with the required timeline.	
12.1.3	The runway surface texture depth was calculated during the September 2020 inspection using sand patch tests.			✓	Include the sand patch test results in the aerodrome manual for ongoing reference. Refer to Section 12.1 of this report.	
12.1.4	The runway thresholds were re-surveyed in 2021.		✓		Forward details of the threshold survey data as outlined in Section 12.1 of this report to Airservices Australia. Update applicable section(s) of the aerodrome manual.	

SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (Aerodrome Operator to complete plan in separate document)
		✓	✓	✓		
12.3	The RESA locations start at the runway end, not the strip ends.		✓		Add the fact that the RESAs start at the runway end, and not the runway strip ends.	
12.5	The apron seal is cracked.			✓	Carry out a reseal of the apron.	
12.6	Drains are slightly clogged by vegetation and silt.		✓		Carry out a re-grade of the drainage systems.	
13.1.1	The take-off gradients and/or supplementary distances for Runway 01/19 have changed.	✓			Issue the following NOTAM: AMDEND ROUTE SUPPLEMENT AUSTRALIA DECLARED DISTANCE AND CRADIENT CHANGES RWY TODA 01 1360(1.2%) 19 1360(2.22%) SUPPLEMENTARY DISTANCES RWY 19 1269(1.6%), 1320(1.9%), 1357(2.2%)	

SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (Aerodrome Operator to complete plan in separate document)
		✓	✓	✓		
13.1.2	The aerodrome has a published instrument approach procedure and it is a requirement to provide a copy of the survey to the instrument approach designer.		✓		Forward a copy of the aerodrome surveys included at Appendix 6 of this report to Airservices Australia.	
13.1.3	The aerodrome manual should be updated to reflect the latest runway take-off gradients and supplementary distances.		✓		Update applicable section(s) of the aerodrome manual.	
13.5.1	Additional VSS information should be provided to the AROs to assist with monitoring the relevant airspace.		✓		Obtain details of the Runway 01/19 VSS from the instrument approach designer and provide to the AROs.	
13.5.2	Details of the Runway 01/19 VSS are not documented in the aerodrome manual.			✓	Include details of the Runway 01/19 VSS in the aerodrome manual for ongoing reference.	
14.1.1	There is a weekly charter of more than a MTOW of 5,700kg.		✓		Have the parking position redesigned and painted for an ATR 72 aircraft.	

SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (Aerodrome Operator to complete plan in separate document)
		✓	✓	✓		
14.1.2	The holding point line is to the previous standard.		✓		Repaint the holding point line to the new standards.	
14.1.3	The existing apron lines are faded.		✓		Repaint all apron lines.	
16.5	No evidence of load testing of the tie-downs was observed.			✓	Test and document in the aerodrome manual the strength of the tie-downs or remove the facilities. An alternative may be to publish in ERSA-FAC that the tie-downs have not been load tested.	
AM 9.1	The contact names and numbers for some persons/positions are incorrect.		✓		Update the manual to include the correct names and numbers of people/positions held.	
AM 9.2	The aerodrome is being operated to the MOS 139 aerodrome manual.		✓		Implement and use the new manual (Part 139 MOS) once final approval from CASA is received.	
AM 9.4	The serviceability inspection checklist does not include a section for the new Global Reporting Format (GRF) requirements.		✓		Update the serviceability inspection checklist to include the required GRF information.	

SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS						
No.	**Finding**	**Corrective Action Category**			**Recommendations for Corrective Action**	**Corrective Action Plan Reference** (Aerodrome Operator to complete plan in separate document)
		✓	✓	✓		
AM 9.5	The electrical portion of the Annual Technical Inspection is well out of date.		✓		Conduct the electrical portion of the Annual Technical Inspection as soon as possible.	
AM 9.11	It has been more than 12 months since the last Electrical Aerodrome Technical Inspection (EATI).		✓		Have an EATI carried out as soon as possible.	
AM 9.13	There is a considerable presence of Kite Hawks at the Aerodrome.		✓		Consider developing a wildlife management plan.	
AM 9.16	Until the new manual is recognised by CASA it is a requirement to operate the aerodrome in accordance with the old manual. Regular SMS meetings are not being held.		✓		Hold SMS meetings. They are required every 3 months in accordance with the current manual. Alternatively, update the current manual to remove the requirement.	
AM 9.17	The current aerodrome manual states regular emergency exercises are required. There was no record of any emergency exercise being held since 2016.		✓		Conduct an emergency exercise and hold an AEC meeting or remove the requirement to hold exercises from the current aerodrome manual.	

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1 Administrative Requirements

The Part 139 MOS (section 12.08) outlines the responsibilities of the aerodrome operator once a copy of this technical inspection report has been received.

- The aerodrome operator must prepare a corrective action plan to address any defects or deterioration identified by the technical inspection.
- The plan must include a time frame for implementation.
- If an action proposed by the technical inspector is not supported by the aerodrome operator, the reasons for not supporting the action must be included in the relevant corrective action plan.
- The aerodrome operator must retain a record of this technical inspection report for at least 3 years. Where the operator has elected to have a part or parts of a technical inspection program conducted at different times under MOS section 12.08 subsection (1), then the operator must retain the records for each part of the inspection for at least 3 years after the last part was completed.
- The aerodrome operator must supply CASA with a copy of this report within 30 days of receiving it.
- If CASA makes a request in writing, the aerodrome operator must, within 30 days, supply CASA with a copy of the plan for corrective action, including details of any progress already made to address any defects or deterioration identified by the technical inspection.

2 Reporting Period

The last aerodrome inspection was completed on the 28 August 2023.

3 The Year in Brief

Since the last inspection, there have been no major works or notable occurrences.

4 Certification by Aerodrome Technical Inspector

CASR 139.075 and the Part 139 MOS (sections 12.10 and 12.11) require the technical inspection of an aerodrome to be conducted by a person with relevant technical qualifications and experience, or demonstrable relevant technical experience.

This technical inspection was conducted by Kevin Thomas, a CASA approved Airport Inspector (Approval Number A012). Kevin has over 30 years' experience conducting aerodrome technical inspections and holds a Diploma in Engineering Surveying.

This aerodrome technical inspection was conducted in accordance with the requirements set by the Civil Aviation Safety Authority. The technical inspection procedure included an examination of evidence recorded by the aerodrome operator over the previous 12 month period. The opinions expressed in this report are based on this information and onsite observations.

I hereby certify that to the best of my knowledge, and conditional upon rectification of any indicated deficiencies, the published aerodrome data is correct and the aerodrome operating procedures, aerodrome facilities and equipment meet applicable safety standards.



……..

Kevin Thomas
Dip Eng Surv M.I.M.E.S.
Aerodrome Technical Inspector
Aerodrome Management Services Pty Ltd

5 Aerodrome Details

Aerodrome Details	
Date of Aerodrome Technical Inspection (ATI)	21/08/2024
Aerodrome Name	Fitzroy Crossing
Aerodrome Operator	Shire of Derby / West Kimberley
Aerodrome category	Certified
Aerodrome Reference Code (ARC)	Code 2
Largest aircraft regularly using the aerodrome	Cessna C208, Pilatus PC 24, ATR 72
Typical flight schedule[a]	One per day Monday to Friday
Air transport passengers[a] (last financial year)	8,400 (Same as last year)
Trigger category applied[b] – air transport passenger numbers	<10,000
Aircraft movements[c] (last financial year)	5,080 (Same as last year)
Trigger category applied[d] – aircraft movements	<20,000

[a] *An air transport operation is a passenger transport operation, a cargo transport operation or a medical transport operation that is conducted for hire or reward or is prescribed by an instrument issued issued under regulation 201.025. It does not include aerial work or balloon transport operations (CASR Dictionary[2]). The number of air transport passengers refers to air transport passengers in and out of the aerodrome. At this aerodrome, the number is based on ARO estimates.*

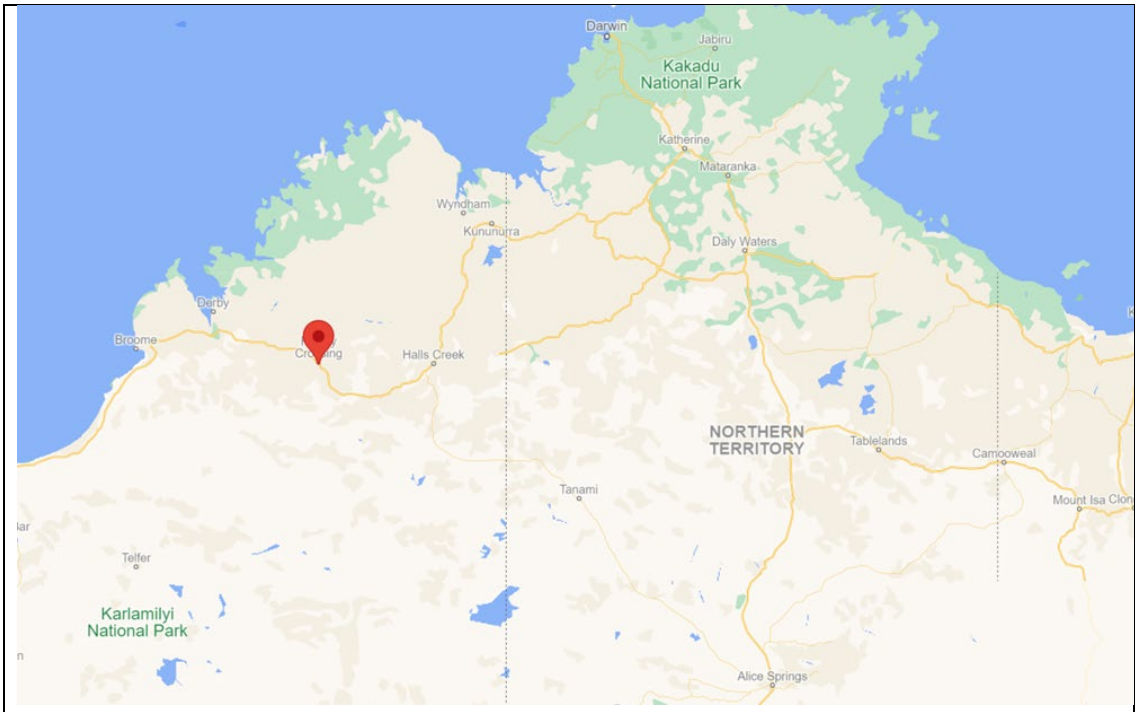
[b] *Trigger category as selected by the Aerodrome Operator with reference to implemented management processes and documentation. Note: Where aircraft and air transport passenger movement numbers are published by the Department[3], the Aerodrome Operator may choose to operate in accordance with a higher, but not lower, category.*

[c] *An aircraft movement means each landing, take-off or touch-and-go at the aerodrome.*

Classification of Runways				
Runway Designator	**Runway Code**	**Runway Classification**	**Terminal Instrument Flight Procedures**	**Runway lighting**
01	2	Instrument	Non-precision	Low Intensity Runway Lighting
19	2	Instrument	Non-precision	Low Intensity Runway Lighting

[2] *Civil Aviation Safety Regulations 1998*

[3] *Commonwealth Department responsible for administering CASR. Refer to the Part 139 MOS Chapter 3, Definitions. Currently refers to data published at bitre.gov.au.*



Insert image

General location photo (Image source: Google Earth)



Overhead view of aerodrome (Image source: Google Earth)

5.1 Aerodrome Certificate

AMS has been advised CASA has not yet reviewed the aerodrome's Part 139 MOS aerodrome manual and associated documentation. The aerodrome's Transitional Aerodrome Certificate remains in place. Details of the aerodrome certificate published on the CASA website are reproduced below.

CASA.ADCERT.0056 - Fitzroy Crossing	Certificate date: 24 March 2006
Aerodrome operator:	Shire of Derby West Kimberley
Location:	WA

Aerodrome Certificate details published on CASA website (casa.gov.au)

5.2 Grandfathered Facilities

The following facilities are listed as non-compliant grandfathered facilities in the aerodrome manual. All other facilities were assessed against the requirements of the Part 139 MOS.

Facility (grandfathered)	Description of non-compliance
Runway strip width (including flyover area) (MOS 6.17(5))	**MOS 139 V1.11 November 2013** **Ref: 6.2.18.2** Overall runway strip width is 90m, whereas current standard is 140m. *(Note: this restricts operations to aircraft up to and including Code 3C)*
OLS – Approach inner edge (MOS Table 7.15(1))	**MOS 139 V1.15 July 2020** **Ref: Table 7.1.1** The length of the approach inner edge is 90m, whereas the current standard is 140m.
Runway turn pad markings (MOS 8.33)	**MOS 139 V1.15 July 2020** **Ref: 8.3.6.6** There are no markings provided, whereas the current standard is yellow markings as per illustration in Figure 8.33(1).
Runway holding position markings (MOS 8.39)	**MOS 139 V1.15 July 2020** **Ref: 8.4.3.2** Runway holding position lines and spaces are 0.15m wide, whereas the current standard is 0.3m wide. Note: New standard must be adopted prior to 26 November 2026 so provision should be made to bring them into compliance as soon as practicably possible.

Note: There is no requirement to advise CASA[4] when runway holding position line widths are updated to the new standard of 300 mm. These markings should be removed from the list of grandfathered facilities in the

[4] *Response from CASA Regulatory Guidance Team to AMS 30 July 2024.*

aerodrome manual once they comply with the Part 139 MOS. However, when equipment storage markings and runway turn pad markings are updated to the new standards, it is a requirement to formally notify CASA in addition to updating the aerodrome manual.

The location and dimensions of the RESA are inconsistent with standards.

Finding 5.2

There is insufficient room for RESAs at each end of the runway strip.

Corrective Action	Category	Description
5.2	Action required	Grandfather the dimension and location of the RESA at both ends of the runway. The RESAs start at the end of the runway and not the runway strip and are 60m x 60m.

6 Documents Reviewed

The following documents were reviewed as part of this inspection. Note: Where a document listed does not apply or is not in use at this aerodrome, it has been marked as Not Applicable or N/A.

Document	Number / Title (as applicable)	Version / Date / Last meeting	
Aerodrome NOTAMs (current)	C10/24 Increased Bird hazard C09/24 Amended minima		
AIP	✓ ERSA-FAC	5 September 2024	
	✓ ERSA-RDS	5 September 2024	
	✓ DAP Aerodrome Chart	13 June 2024	
Aerodrome Manual	✓ MOS 139 – 'old' MOS	Version	3
		Date	28.02.19
Safety / Risk Management	✓ Safety Management System	Revision date	Dec 2006
		Last meeting	09.06.20
Emergency Management	✓ AEP	Plan version	3
		Revision date	19.02.19
		Last Exercise	Nov 2016
Wildlife Hazard Management	✓ No Wildlife Hazard Management Plan (WHMP). Applicable wildlife procedures contained within the Aerodrome Manual.	Refer to Appendix 9 (Section 9.13) of this report.	
Aerodrome Records	✓ Training records	Refer to Section 10.2 and Appendix 9 (Sections 9.3 and 9.4) of this report.	
	✓ NOTAM records		
	✓ Serviceability inspections		

7 Published Aerodrome Information

The Part 139 MOS (Section 5.01) details certain information that an aerodrome operator must report to the AIS[5] provider. The AIS provider (Airservices Australia) also issues a Data Product Specification (DPS) document for each aerodrome. The Data Quality Requirements (DQR) for the DPS are published by Airservices Australia and can be accessed using the following link:

NOTAM-Data-Quality-Requirements-for-Aerodrome-Operators.pdf (airservicesaustralia.com)

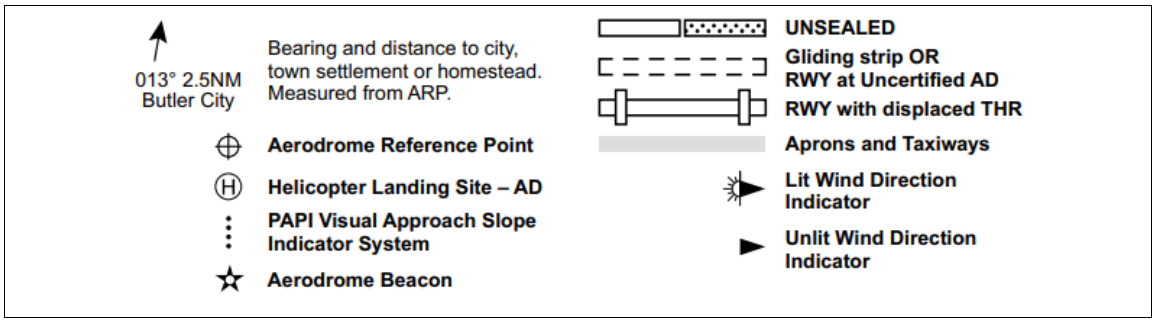
The information published in the AIP for this aerodrome was reviewed during the ATI.

Note: Requests to amend information published in the Aeronautical Information Package (AIP), which includes the En Route Supplement Australia (ERSA), must now be submitted via the ADO[6] Portal provided on the Airservices Australia website. Refer to www.airservicesaustralia.com for further details. All references to 'DOCSAMEND' should be removed from the aerodrome manual.

[5] *AIS – Aeronautical Information Service*
[6] *ADO – Aeronautical Data Originator*

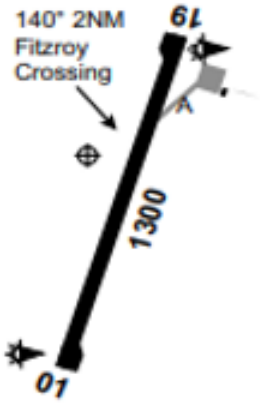
7.1 En Route Supplement Australia (ERSA) – Aerodrome Diagram

The facilities that must be annotated in the aerodrome diagram are illustrated in the legend below.



Aerodrome Diagram Legend (reproduced from AIP - ERSA Introduction)

The aerodrome diagram published in the upcoming edition of the ERSA is reproduced below. The information included in the diagram is correct and complete.



7.2 ERSA – Other Aerodrome Information

Details of the aerodrome's facilities published in the ERSA were reviewed (see table below) and compared to the information contained within the aerodrome manual (AM). A copy of the Facilities (FAC) page from the Upcoming edition of the ERSA is included at Appendix 3.

No.	Required information	Data	Correct in ERSA	Correct in AM
7.2.1	**GENERAL**			
	Name	Fitzroy Crossing	✓	✓
	Elevation	368	✓	✓

No.	Required information	Data	Correct in ERSA	Correct in AM
	AVFAX Code	6906	✓	✓
	State / Territory	WA	✓	✓
	UTC time conversion	+8hrs	✓	✓
	ICAO identifier	YFTZ	✓	✓
	ARP Latitude	181055S	✓	✓
	ARP Longitude	1253331E	✓	✓
	Magnetic Variation	VAR 2 DEG E	✓	✓
	AD Usage Classification	Certified	✓	✓
	Aerodrome Operator Details			
	Name	Shire of Derby / West Kimberley	✓	✓
	Postal address	PO Box 101 Fitzroy Crossing WA 6765	✓	✓
	Email (required)	sdwk@sdwk.wa.gov.au	✓	✓
	Website (if applicable)	Not applicable	N/A	N/A
	Phone number (Aerodrome Operator)	08 9191 0999	✓	✓
	Contact name	ARO MGR/Ports MGR	✓	✓
	Contact H24 phone number	0427 915 201	✓	✓
	Contact fax number	Not applicable	N/A	N/A
7.2.2	**REMARKS**			
	Not Applicable		N/A	N/A
7.2.3	**HANDLING SERVICES AND FACILITIES**			
	Not Applicable		N/A	N/A
7.2.4	**PASSENGER FACILITIES UNICOM / CAGRS**			
	N/A		N/A	N/A
7.2.5	**RESCUE AND FIREFIGHTING SERVICES**			
	N/A		N/A	N/A
7.2.6	**APRONS AND TAXIWAYS**			
	N/A		N/A	N/A

No.	Required information	Data	Correct in ERSA	Correct in AM
7.2.7	**AERODROME OBSTACLES**			
	N/A		N/A	N/A
7.2.8	**METEOROLOGICAL INFORMATION PROVIDED**			
	TAF CAT D, METAR/SPECI AWIS PH 08 6216 2612 – Report faults to BoM		✓	✓
7.2.9	**PHYSICAL CHARACTERISTICS**			
	PCN 10/F/A/1000 (145PSI) / T Sealed		✓	✓
7.2.10	**AERODROME AND APPROACH LIGHTING**			
	RWY 01/19 LIRL(2) AFRU+PAL 126.7 RWY 01/19 PTBL(1) BY PRIOR ARRANGEMENT (1) EMERG only. (2) Manual activation by prior arrangement with AD OPR 24 HR prior notice required.		✓	✓
7.2.11	**OTHER LIGHTING**			
	N/A		N/A	N/A
7.2.12	**ATS AND AERODROME COMMUNICATIONS FACILITIES**			
	FIA BRISBANE CENTRE 124.8 On Ground		✓	✓
7.2.13	**RADIO NAVIGATION AND LANDING AIDS**			
	N/A		N/A	N/A
7.2.14	**LOCAL TRAFFIC REGULATIONS**			
	Not applicable		N/A	N/A
7.2.15	**FLIGHT PROCEDURES**			
	N/A		N/A	N/A
7.2.16	**CTAF or CTAF - AFRU**			
	CTAF-AFRU 126.7		✓	✓
7.2.17	**ADDITIONAL INFORMATION**			
	Animal and Bird Hazard exists.		✓	✓
7.2.18	**CHARTS RELATED TO THE AERODROME**			
	WAC #	3223	✓	✓
	Type A Chart (if applicable) (Edition #, month, year)	Not applicable	N/A	N/A

No.	Required information	Data	Correct in ERSA	Correct in AM
	AIP DAP (if applicable)	Also refer to AIP Departure and Approach Procedures	✓	✓

7.3 ERSA–Runway Distance Supplement (RDS)

A copy of the RDS due for publication in the upcoming edition of the ERSA is included at Appendix 4. The descriptive content is reproduced in the table below. Any changes to declared distances and gradients are highlighted in Section 13.1 of this report.

Descriptive details in ERSA-RDS
RWY 01/19 APCH inner edge length 90M
Slope N end 0.2% down to the N. S end 0.2% down to the S RWY WID 30 RWS WID 90

Some of the descriptive content of the RDS is incomplete.

The Aerodrome Reference Code (ARC), as published in the ERSA-RDS, is used to identify the applicable standards for approach and take-off survey areas, obstacle-clear approach gradients and take-off gradients for the runway. If these parameters are non-standard at a particular aerodrome, details of the actual parameters must be provided below the relevant declared distances entry (ERSA Introduction[7], paragraphs 1.3 and 1.4).

The non-standard (grandfathered) length of the (approach) and/or (take-off inner edges) at this aerodrome is/are not published in the RDS.

Airservices Australia has recently advised that Runway End Safety Area (RESA) dimensions must now be published in the ERSA-RDS to ensure aerodrome users can determine if a RESA meets the requirements of the current Part 139 MOS or if the RESA dimensions are established under grandfathering provisions.

Finding 7.3

Corrective Action	Category	Description
7.3	Action required	Submit a Data Change Request (DCR) via the ADO portal using the following steps: • On the DCR Edit Page, select the document type as RDS.

[7] *ERSA Introduction (airservicesaustralia.com/aip)*

Corrective Action	Category	Description
		• In the Data Field section, select the newly created RESA option from the dropdown menu. • In the New Value field, enter the RESA value for each applicable runway direction for which a RESA is established in one of the following formats: **RWY 01 RESA dimensions 60 M x 60 M commences from RWY end.** **RWY 19 RESA dimensions 60M x 60M commences from RWY end** Note: If a DCR has already been submitted, review the DCR by selecting the pencil icon in the operations column on the DCR Dashboard and confirm the on-screen notification. If required, amend the information in accordance with the format detailed above.

7.4 DAP – Aerodrome Chart

Details of Terminal Instrument Flight Procedures are published by the AIS provider in the Departure and Approach Procedures (DAP). A copy of the aerodrome chart published in the current edition of the DAP is included at Appendix 5 and was reviewed during this ATI. The approach procedure charts were not reviewed as this is the responsibility of the approach designer.

The information included in the DAP aerodrome chart was determined to be correct,

8 Aerodrome Manual and Operating Procedures

The current aerodrome manual was reviewed utilising compliance and performance markers adapted from the CASA SMS Framework[8]. The technical inspection must include a check of the currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents [MOS 12.09 (6)(a)ii].

A tabulated summary of the manual review and any findings are included at Appendix 9.

The manual reviewed was the old manual dated 2019 and written to the previous MOS standard. It does have old contacts, showing staff that have long since left the employ. New information has been penned.

The new manual written to Part 139 MOS V13 is with CASA awaiting their review.

Under the transitional arrangements, the expectation for a previously registered aerodrome is that the aerodrome manual and procedures prepared by the operator to meet the requirements of the Part 139 MOS have now been implemented. Advisory Circular 139.A-3 v1.0, paragraph 5.3.5, states “It is expected the aerodrome operator will be operating the aerodrome in accordance with the aerodrome manual at the time

[8] *SAFETY MANAGEMENT SYSTEM Form 1591 (casa.gov.au)*

the aerodrome manual is submitted to CASA". Therefore CASA's review and acceptance of the new documentation is not a pre-requisite for implementation. At the time of this inspection, the new manual for Fitzroy Crossing Aerodrome manager had not been implemented or distributed to applicable aerodrome personnel.

ICAO's Global Reporting Format (GRF) for assessing and reporting runway surface conditions now applies to all certified aerodromes in Australia that have a sealed runway. The following transition periods are available to aerodrome operators:

Aerodrome Type	Final date for GRF implementation
Controlled aerodrome or certified aerodrome where scheduled air transport operations in accordance with Part 121 of CASR are conducted	01 August 2024
Other certified aerodromes	01 February 2025

Additional runway inspection and reporting requirements apply. The aerodrome operator must ensure applicable aerodrome staff receive appropriate training and the aerodrome manual and associated documentation is updated. Refer to Multi-Part AC 91-32 and AC 139-22 'Global reporting format – Runway surface condition'[9] for further information.

Finding 8.0

The new aerodrome manual and procedures have not been implemented. For previously registered aerodromes, this is expected even if CASA has not yet reviewed and accepted the documentation.

Corrective Action	Category	Description
8.0	Action required	Implement the aerodrome's new documentation and procedures. Ensure aerodrome personnel are familiar with all requirements.

Finding 8.1

The Global Reporting Format (GRF) for assessing and reporting runway surface conditions has been implemented in Australia.

Corrective Action	Category	Description
8.1	Action required	Ensure applicable aerodrome staff receive appropriate training. Update the aerodrome manual and associated documentation and ensure the required procedures are implemented prior to the end of the transition period.

[9] *AC 91-32 and AC 139-22 v1.0 – Global reporting format – Runway surface condition (casa.gov.au)*

9 Supporting or Subsidiary Documentation to the Aerodrome Manual

The following additional documentation is listed by the aerodrome operator as currently being in use at this aerodrome:

The Safety Management System

The Aeronautical Data Package (ADP) and the Aerodrome Physical Characteristics are listed as subsidiary documents to the aerodrome manual.

The Part 139 MOS (5.02) details the information that must be contained within the aerodrome manual, which includes the information contained in the ADP and Aerodrome Physical Characteristics. Paragraph 10.02(6) states the aerodrome manual may be in "…a combination of hard copy and electronic form, provided that the manual is conveniently accessible and usable in such a combined form". Therefore, it would be permissible to continue storing the ADP and Aerodrome Physical Characteristics as electronic files, provided the aerodrome manual clearly details how these are accessed. However, they should be removed from the list of supporting/subsidiary documents and referred to in other applicable sections of the manual.

The distinction between holding some aerodrome manual information electronically, versus that information being a subsidiary document, is relevant to how document amendments are managed. After the initial application or adoption of subsidiary materials, there is no requirement to submit or advise CASA of subsequent changes to these documents, except if CASA requests it [Part 139 MOS, 10.04(2)]. However, CASA must be advised in writing and provided with a copy of the changed part of the aerodrome manual within 30 days of an amendment [Part 139 MOS, 10.03(3)]. Therefore, any changes to the ADP and/or the Aerodrome Physical Characteristics (which form part of the aerodrome manual), must be submitted to CASA within 30 days of the change.

Finding 9.0
The ADP and Aerodrome Physical Characteristics are referred to in the aerodrome manual as subsidiary documents, rather than as parts of the aerodrome manual held in electronic form.

Corrective Action	Category	Description
9.0	Action required	Remove the ADP and Aerodrome Physical Characteristics data sheets from the supporting documents section of the aerodrome manual. These should be referred to in the relevant sections of the aerodrome manual as 'electronic extensions' to the aerodrome manual with an applicable link or electronic document address to ensure they are conveniently accessible.

10 Personnel (MOS Chapter 13, CASR 139 and CASR 175)

10.1 Required Personnel

CASR 139.110 and MOS Sections 10.01(4), 13.01 and 17.01 stipulate the requirement for certain personnel at a certified aerodrome. Refer also to Advisory Circular 139.C-02 v1.0 'Aerodrome personnel'[10]. The required key personnel must be documented in the aerodrome manual.

The required positions and assigned personnel listed in the current aerodrome manual are detailed below.

Required Position	Name of person(s) listed in Aerodrome Manual	Details correct
Accountable Manager	Shire CEO	✓
ARO(s)	Fitzroy Crossing Shire Manager ARO ARO	X
WSO(s)	ARO	X
Wildlife Hazard Monitoring	ARO	X
Aerodrome Manual Controller(s)	Ports Manager	X
AIP Responsible Person (CASR Part 175.445)	Ports Manager	X
NOTAM authorised person(s)	ARO	X
NOTAM Group Manager	Fitzroy Crossing Shire Manager	X
Person responsible for managing the Technical Inspection Program in accordance with MOS 11.10.	Fitzroy Crossing Shire Manager	X

Finding 10.1

Some personnel listed in the aerodrome manual as holding key positions required by the Part 139 MOS are incorrect.

Corrective Action	Category	Description
10.1	Action required	Update the aerodrome manual to include the names of current personnel holding the key positions.

[10] *AC 139.C-02 v1.0 - Aerodrome personnel (casa.gov.au)*

10.2 Training and Assessment of Personnel

The aerodrome operator is responsible for ensuring its personnel can competently and safely discharge their duties. CASA recommends a three phase training program that incorporates initial, recurrent and refresher training. Recurrent training is recommended every two years and should not exceed five years. An alternative to recurrent training is continuous competence checking. Refer to Advisory Circular 139.C-02 v1.0 0 'Aerodrome personnel'[11].

Training records for AROs/WSOs, including Aeronautical Radio Operator Certificates (AROCs) and Drug and Alcohol Management Plan (DAMP) training, were reviewed during this inspection and are summarised below.

Name	ARO Training – Completion Date	AROC – Issue Date	DAMP Training – Completion Date
ARO 1	July 2023 (refresher)	AROC held	Unknown
ARO 2	July 2023	AROC held	Unknown
ARO 3	Oct 2021	AROC held	Unknown

Finding 10.2

Training records were not observed for some AROs/WSOs.

Corrective Action	Category	Description
10.2	Action required	Ensure all AROs/WSOs complete applicable training and training records are maintained on file. Ensure a separate file is maintained in Fitzroy Crossing for Audit purposes.

10.3 Competency of AROs and WSOs

Based on a review of the Serviceability Inspection Reports, the general condition and operation of the aerodrome and observation of duties conducted by the ARO(s) during the site visit, the ARO(s) was observed to be generally competent to carry out the required duties in accordance with the MOS.

However, a system for ongoing Validation of Competency (VOC) for ARO/WSO personnel was not evident. Ongoing VOC is recommended in line with industry best practice.

Finding 10.3

Evidence of ongoing Validation of Competency (VOC) for AROs/WSOs was not observed.

Corrective Action	Category	Description
10.3	Action recommended	Develop and implement an annual VOC process for all AROs/WSOs.

[11] *AC 139.C-02 v1.0 - Aerodrome personnel (casa.gov.au)*

11 Safety Management System (SMS) or Risk Management Plan (RMP)

CASA recommends that all certified aerodromes implement an SMS, although the requirement for an SMS or RMP is determined by the trigger criteria outlined in the Part 139 MOS (and further explained in Advisory Circular 139.A03 v1.0 'Application of aerodrome standards'[12]).

This aerodrome has an SMS in place. Minutes of the latest SMS meeting dated 2019 were reviewed and it was found acceptable however it has been over 5 years since the last meeting..

Finding 11.0

The SMS meeting is overdue.

Corrective Action	Category	Description
11.0	Action required	Hold an SMS meeting as soon as practicable. Ensure the meeting schedule detailed in the aerodrome's SMS is adhered to.

12 Movement Area

12.1 Runway

The runway is 1300m by 30m with sealed shoulders.

The runway is rough and undulating. This is caused by the very reactive sub grade materials. The runway was reconstructed in 2013 to fix a very bad ride quality. This work resulted in a smooth runway; however the pavement has continued to warp and move above the underlying black soil clays.

As with last year, this year it seems as though the roughness of the runway has further worsened. This is based upon ride quality in a 4WD vehicle and in a light aircraft. The seal appears to have become more brittle and there is increased stone release. The binder does not draw tails and is lifeless in appearance.

[12] *AC 139.A-03 v1.0 - Application of aerodrome standards (casa.gov.au)*



Finding 12.1.1

The runway pavement is deformed, causing undulations and poor ride quality.

Corrective Action	Category	Description
12.1.1	Action required	Continue with plans to reconstruct the runway.

Transition from Pavement Classification Number (PCN) to Pavement Classification Rating (PCR)

The current ACN-PCN pavement strength rating system is to be replaced in Australia with the ACR-PCR system (refer to Advisory Circular 139.C-07[13]). Aerodrome operators will be required to update the ERSA entry for their aerodrome by replacing the PCN with a new PCR for each runway. CASA recently advised that implementation of the ACR-PCR system in Australia has been delayed. Updates to the Part 139 MOS and AC 139.C-07 will be issued, then aerodromes can transition to the new system between the 28th of November 2024 and the 26th of November 2025.

The classification of the rating as U (based on usage assessment) or T (technical assessment) is subject to the available information including design and as constructed documentation, representative geotechnical investigation data, current traffic use and pavement performance information.

If all the information is available for an aerodrome, the conversion from PCN to PCR could be completed as a technical (T) desktop exercise in a relatively short period of time. Where comprehensive information is not available, a geotechnical investigation may be indicated, which will require more time for planning, assessment and reporting. Alternatively, subject to the type of data already available, a usage (U) based assessment to nominate the PCR may be acceptable.

CASA is encouraging aerodrome operators to join the GovTEAMS group established to support aerodromes with the implementation of the new rating system.

Finding 12.1.2

[13] *AC 139.C-07 v1.0 Strength rating of aerodrome pavements (casa.gov.au)*

Australia is transitioning from Pavement Classification Number (PCN) to Pavement Classification Rating (PCR).

Corrective Action	Category	Description
12.1.2	Action required	Determine the PCR data for the runway(s) and submit via the ADO portal for publication in the ERSA-FAC in accordance with the required timeline.

Runway Surface Texture

Sand patch testing of the runway was carried out in September 2020. The results are reproduced below for ongoing reference. The runway surface is a chip seal with a low bitumen content which explains some of the stone loss. The stone is more rounded than angular which also leads to poor adhesion and stone loss.

The surface is hungry in appearance and as a result the texture is reasonably high. Chainage 00 is at the South end. Part 139 MOS requires a minimum average texture depth of 0.625mm, with a preferred depth of 1mm.

CHAINAGE	OFFSET	DIAMETER (MM)	TEXTURE DEPTH (MM)
130M	11ML	200	1.59
260M	4MR	200	1.59
390M	4ML	180	1.96
520M	11MR	180	1.96
650M	4ML	200	1.59
780M	4MR	210	1.44
910M	11ML	220	1.32
1040M	4MR	220	1.32
1170M	4ML	220	1.32

Sand patch test results (September 2020)

Further testing is not required prior to September 2030 unless any of the following occur [refer to the Part 139 MOS 6.09 (2)]:

- The surface is reconstructed or overlayed.
- A surface treatment or enrichment is applied to any part of the runway.
- A written direction is received from CASA.

Finding 12.1.3

The runway surface texture depth was calculated during the September 2020 inspection using sand patch tests.

Corrective Action	Category	Description
12.1.3	**Action recommended**	Include the sand patch test results in the aerodrome manual for ongoing reference. Refer to Section 12.1 of this report.

Runway Threshold Data

The Data Quality Requirement (DQR) for runway threshold point coordinates is accuracy to within 1 metre. For runways with instrument flight procedures with approach vertical guidance, the DQR for the landing threshold point (which usually coincides with the runway threshold point coordinates) is 0.3 metres. Due to tectonic movement, these coordinates should be reviewed at least every 5 years to ensure ongoing accuracy. The DQR for threshold point elevation is accuracy to 0.25 metres.

The runway threshold coordinates are published in the Designated Airspace Handbook[14] (DAH). The entry for this aerodrome in the 15 June 2023 issue of the DAH is reproduced below.

Aerodrome	Bearing (True)	Runway	Latitude	Longitude
FITZROY CROSSING	17.43	01	181121.06S	1253328.64E
FITZROY CROSSING	197.43	19	181040.53S	1253341.95E

The runway threshold elevations are published on the DAP aerodrome chart (see Appendix 8 and the table below).

Runway Designator	Threshold Point Elevation
01	363 feet (110.64 m)
19	363 feet (110.64m)

During the 2021 inspection, the runway thresholds were surveyed, and the data is detailed in the table below.

Runway Designator	Threshold Point Coordinates	Threshold Point Elevation (metres)	Date of assessment
01	18 deg 11 min 20.947 sec 125 deg 33 min 28.738 sec	111.919	20.09.21
19	18 deg 10 min 40.591 sec 125 deg 33 min 41.902 sec	111.919	20.09.21

The published data does not reflect the 2021 survey data.

Finding 12.1.4

The runway thresholds were re-surveyed in 2021.

Corrective Action	Category	Description
12.1.4	Action required	Forward details of the threshold survey data as outlined in Section 12.1 of this report to Airservices Australia. Update applicable section(s) of the aerodrome manual.

[14] *Designated Airspace Handbook (Airservices Australia)*

12.2 Runway Strips

Graded Portion

The runway strip was generally firm and smooth with a recently slashed grass cover.



12.3 Runway End Safety Areas (RESAs)

With the exception of a Code 1 or 2 non-instrument runway, a RESA must be provided at the end of each runway strip that, as a minimum, is twice the width of the runway. The longitudinal and transverse slopes on any part of a RESA must not exceed 5%. See MOS 6.26.

The minimum length of the RESA at each end of the runway is detailed in MOS 6.26 and reproduced in the table below. Where the RESA meets the minimum length but does not meet the *preferred length*, this must be detailed in the aerodrome manual in accordance with MOS 1.08(4).

Runway Code No.	Minimum length of RESA	Preferred length of RESA
1 or 2	60 m	120 m
3 or 4	90 m; or 240m (if the runway is intended for scheduled international air transport operations)	240 m

MOS Table 6.26(4) The minimum length of a RESA

The runways at Fitzroy Crossing are Code 2 instrument runways and therefore, under the Part 139 MOS, require RESAs at least 60m in length. RESAs do not exist at either end. At the south end, there is only from the end of the runway strip to the fence. At the northern end, the surface is relatively rough and includes a lateral drain. Therefore, it is not immediately possible to create RESAs that meet the Part 139 MOS.

However, the lack of RESAs can be grandfathered as previous standards permitted the RESA to commence at the end of the runway, rather than the end of the runway strip.

Finding 12.3

The RESA locations start at the runway end, not the strip ends.

Corrective Action	Category	Description
12.3	Action required	Add the fact that the RESAs start at the runway end, and not the runway strip ends.

12.4 Taxiway

The same comments apply to the taxiway as per the runway.
The taxiway does have 2.5m wide sealed shoulders. It is assumed the taxiway is Code B, in which case shoulders are optional (but recommended) in accordance with the Part 139 MOS.



12.5 Apron

The apron is in similar condition to the runway in terms of deformation, cracking and stone stripping.

Some patch repairing has been carried out. A full reseal of the apron is required as a matter of good preventative maintenance.



Finding 12.5

The apron seal is cracked.

Corrective Action	Category	Description
12.5	Action recommended	Carry out a reseal of the apron.

12.6 Drainage

The drains are fundamentally in good condition; however they would benefit from being graded to remove excess vegetation and silt. Repairs are required to some scouring and silt before the upcoming wet season.

Finding 12.6

Drains are slightly clogged by vegetation and silt.

Corrective Action	Category	Description
12.6	Action required	Carry out a re-grade of the drainage systems.

13 Obstacle Limitation Surfaces (OLS)

13.1 Take-off and Approach Surfaces

The survey of the take-off and approach surfaces for the aerodrome is detailed in Appendix 5.
Both ends of the runways were surveyed and minor changes have occurred.

The survey parameters are for code 2 with an 80m inner edge length for take-off and 90m for approach. This is consistent with the ERSA-RDS code 2 and the usual type of aircraft usage. The exception is the ATR 72 currently operating a weekly charter, which may require surveys based on an increased inner edge length of 150m (Part 121 MOS). Therefore a second set of take-off surveys have been supplied in this report.

Finding 13.1.1

The take-off gradients and/or supplementary distances for Runway 01/19 have changed.

Corrective Action	Category	Description
13.1.1	**Immediate action required**	Issue the following NOTAM: AMDEND ROUTE SUPPLEMENT AUSTRALIA DECLARED DISTANCE AND CRADIENT CHANGES RWY TODA 02 1360(1.2%) 19 1360(2.22%) SUPPLEMENTARY DISTANCES RWY 19 1269(1.6%), 1320(1.9%), 1357(2.2%)

Finding 13.1.2

The aerodrome has a published instrument approach procedure and it is a requirement to provide a copy of the survey to the instrument approach designer.

Corrective Action	Category	Description
13.1.2	**Action required**	Forward a copy of the aerodrome surveys included at Appendix 6 of this report to Airservices Australia.

Finding 13.1.3

The aerodrome manual should be updated to reflect the latest runway take-off gradients and supplementary distances.

Corrective Action	Category	Description
13.1.3	**Action required**	Update applicable section(s) of the aerodrome manual.

13.2 Transitional Surface

A visual assessment of the transitional surfaces was conducted, and potential infringements surveyed.

The aerodrome is situated in an area where the tree growth along either side is non-existent. Further, there are no buildings or terrain that would infringe the transitional surfaces.

13.3 Visual Assessment of the OLS

The inner horizontal and conical surfaces were visually assessed from the aerodrome and no new obstacles were identified.

13.4 Critical Object Monitoring

The technical inspection must include a check of the aerodrome operator's monitoring of the instrument approach procedure critical obstacles nominated by the procedure designer for any terminal instrument flight procedures published for the aerodrome [Part 139 MOS 12.09(1)(c)].

13.5 Visual Segment Surface

The Visual Segment Surface (VSS) is a PANS-OPS design segment of a straight-in instrument approach procedure, which needs to be monitored and kept clear of any penetrations by obstacles. Further information is available in Advisory Circular 139-21 'Visual segment surface: Monitoring requirements and the reporting of obstacles'[15].

Details of the VSS are reproduced below. The VSS was considered during the survey conducted as part of this technical inspection and no infringements were found.

Details of the VSS are not included in the aerodrome manual. Their inclusion in the manual would assist the AROs to monitor the applicable airspace.

VSS Runway 01	
VSS 01 Parameters:	
Inner Edge	90m
Start Pt fm THR	60m
Divergence (L)	31% (16.76^0)
Divergence (R)	15% (8.53^0)
End Pt fm THR	5326m
Height at end point	930ft/283.4m
Surface Gradient	1.88deg
Nominal Descent Gradient	3.0deg
VSS Runway 19	
VSS 19 Parameters:	
Inner Edge	90m
Start Pt fm THR	60m
Divergence (L)	15% (8.53deg)
Divergence (R)	24%(13.30deg)
End Pt fm THR	6811m

[15] *AC 139-21 Visual segment surface: Monitoring requirements and the reporting of obstacles (casa.gov.au)*

Height at end point	1090ft/332.2m
Surface Gradient	1.88deg
Nominal Descent Gradient	3.0deg

Finding 13.5.1

Additional VSS information should be provided to the AROs to assist with monitoring the relevant airspace.

Corrective Action	Category	Description
13.5.1	Action required	Obtain details of the Runway 01/19 VSS from the instrument approach designer and provide to the AROs.

Finding 13.5.2

Details of the Runway 01/19 VSS are not documented in the aerodrome manual.

Corrective Action	Category	Description
13.5.2	Action recommended	3

13.6 Type A Chart

Not applicable at this aerodrome.

14 Visual Aids

Visual aids include aerodrome markings, markers, signs and wind direction indicators.

14.1 Aerodrome Markings

Runway

The runway markings are clear and bright. They are correct. However, it was noted that there were no guidance lines for the turning of aircraft at the turn pads and the edge line to the turn pads are a single white line 300mm wide. The new standard requires two 150mm painted yellow lines. The amendment to these lines can be held over until the next repaint.

Taxiway

The taxiway markers are clear and bright. The holding position lines are correct to the old MOS 139. The new standards require the holding point lines to have a width of 300mm. The change can be held over until the next repaint.

Apron

The apron markings are dirty and partially faded. Whilst there is no need for immediate work, planning should be made to take advantage of any other line marking works in Fitzroy Crossing to utilise the mobilisation and repaint the apron markings.

The once weekly charter that started as an emergency service to fly repair workers to and from site 18 months ago, continues to operate. It is expected it will last for at least another 6 months. MOS 8.46 requires aircraft above 5,700kg to have full parking position markings. This includes lead in lines, nose wheel



Finding 14.1.1

There is a weekly charter of more than a MTOW of 5,700kg

Corrective Action	Category	Description
14.1.1	Action required	Have the parking position redesigned and painted for an ATR 72 aircraft.

Finding 14.1.2

The holding point line is to the previous standard

Corrective Action	Category	Description
14.1.2	Action required	Repaint the holding point line to the new standards.

Finding 14.1.3

The existing apron lines are faded

Corrective Action	Category	Description
14.1.3	Action required	Repaint all apron lines.

14.2 Markers

Markers are in good condition and correctly laid out.



14.3 Wind Direction Indicator(s)

Both wind indicators (WDIs) are in good condition and correctly marked.





14.4 Movement Area Guidance Signs (MAGS)

Movement area guidance signs (MAGS) include mandatory instruction signs and information only signs.

14.5 Airside Vehicle Control Signs

Not applicable at this aerodrome.

14.6 Protection of Navigational Aids and Meteorological Equipment Signs

Not applicable at this aerodrome.

Note: There is an NDB on the aerodrome, but it is not use.

15 Aerodrome Lighting

15.1 General

The aerodrome lighting was not reviewed during this inspection as this is covered under the Electrical Aerodrome Technical Inspection (EATI). Serviceability Inspection records of the aerodrome lighting were considered as part of the aerodrome manual review as detailed in Appendix 9.

The lights activated correctly, all were working and appeared to be in good condition.



15.2 Standby and Emergency Aerodrome Lighting

Not applicable at this aerodrome.

16 Other Equipment or Facilities at the Aerodrome

16.1 Radios

The aerodrome has two radios (handheld). They were found in working condition.

16.2 Aerodrome fencing and gates

The aerodrome is now fully fenced with security type fencing. ARO advised there was approximately 30m of fence on the ground. Repairs are pending.

16.3 Equipment for bird and wildlife dispersal

There is no specific equipment for bird and wildlife dispersal at this aerodrome. Vehicles with horns are available to disperse birds and animals as required.

16.4 Equipment for aerodrome emergencies

There is no equipment for aerodrome emergencies at this aerodrome.

16.5 Light Aircraft Tie-down Facilities

An aerodrome operator may provide tie-down facilities only if they are of a sufficient strength to securely hold down the aircraft type for which they are provided. CASA recommends the design of the facilities should be determined in consultation with an engineering consultant or manufacturer of the system [Part 139 MOS 21.01].

Tie-down facilities must be fixed to the ground using embedded anchors which must be not more than 25mm above ground level.

Finding 16.5

No evidence of load testing of the tie-downs was observed.

Corrective Action	Category	Description
16.5	**Action recommended**	Test and document in the aerodrome manual the strength of the tie-downs or remove the facilities. An alternative may be to publish in ERSA-FAC that the tie-downs have not been load tested.

APPENDICES

Appendix 1 - Aerodrome Management Processes - Trigger Criteria

Scalable certification structure – Air transport passenger numbers (financial year)

Note: Must be considered concurrently with aircraft movement numbers (refer bottom of table).

Requirement	0 < 10 000	10 000 < 25 000	25 000 < 50 000	50 000 < 350 000	350 000 +	International
Safety / risk management * Review concurrently with items (1) and (2)			Risk management plan	Safety management system		ICAO Annex 19 Safety management system
Technical inspections * Review concurrently with items (6), (7) and (8)	Validation only	Split technical inspection (some elements may be conducted bi-annually)		Full technical inspection		
Emergency Plan * Review concurrently with item (3)	May be covered under local emergency management arrangements			Aerodrome Emergency Plan		
Emergency committee					Aerodrome Emergency Committee	
Emergency preparedness * Review concurrently with item (4)	Emergency induction program			Emergency exercises (modular testing / full scale exercise)		
Wildlife hazard management * Review concurrently with item (5)	Wildlife hazard management plan recommended where a high wildlife risk exists at the aerodrome			Wildlife hazard management plan***		

Aircraft movement numbers (financial year)

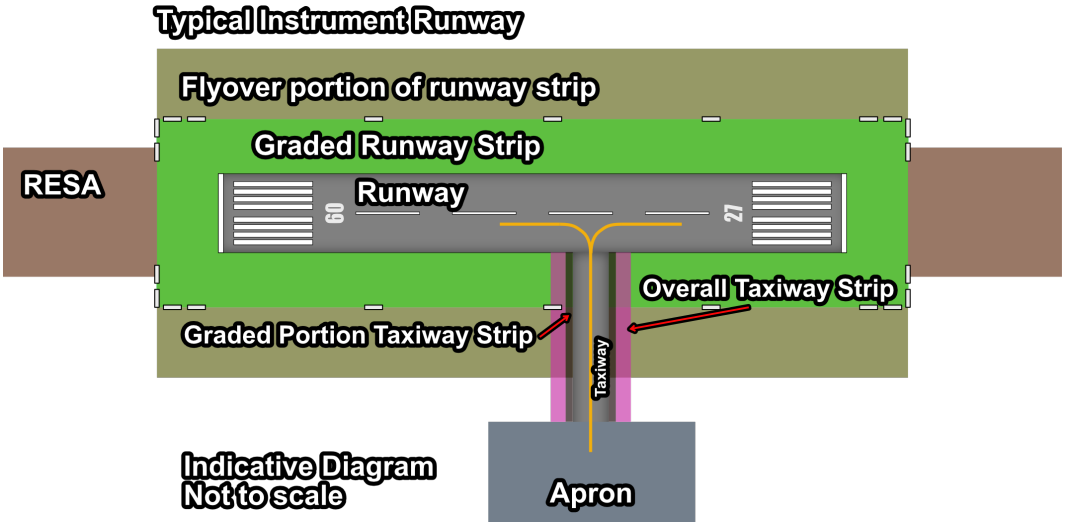
Note: Must be considered concurrently with air transport passenger numbers (refer top of table)

*** for international aerodromes - where the passenger/aircraft movement rates apply or there is a high wildlife risk

1. Risk management plans are required for more than 20 000 up to but not including 50 000 aircraft movements.
2. A safety management system is required for 100 000 or more aircraft movements.
3. An Aerodrome Emergency Plan is required for 100 000 or more aircraft movements.
4. Emergency exercises (modular testing / full scale exercise) is required for 100 000 or more aircraft movements.
5. A wildlife hazard management plan is required for 100 000 or more aircraft movements.
6. Annual validations are required for aircraft movement numbers below 20 000.
7. 'Split' Technical Inspections are required for 20 000 or more up to but not including 100 000 aircraft movements.
8. Technical Inspections are required for 100 000 or more aircraft movements.

Reproduced from AC 139.A03 v1.1 Application of aerodrome standards (CASA, August 2023)

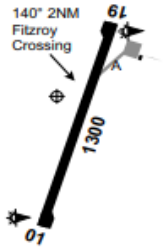
Appendix 2 - Aerodrome Layout – General Schematic



Appendix 3 - ERSA - FAC entry

FITZROY CROSSING **ELEV 368**

AVFAX CODE 6906



WA UTC +8 YFTZ
181055S 1253331E VAR 2 DEG E CERT
AD OPR Shire of Derby / West Kimberley, PO Box 101, Fitzroy Crossing, WA, 6765. Email: sdwk@sdwk.wa.gov.au. PH 08 9191 0999. ARO H24 0427 915 201: AD MGR 0418 922 415: Ports MGR 0427 272 007.

METEOROLOGICAL INFORMATION PROVIDED

1. TAF CAT D, METAR/SPECI.
2. AWIS PH 08 6216 2612 - Report faults to BoM.

PHYSICAL CHARACTERISTICS

01/19	015	43a	PCN 10 /F /A /1000 (145PSI) /T Sealed	WID 30	RWS 90

AERODROME AND APPROACH LIGHTING

RWY 01/19	LIRL(2)	AFRU+PAL 126.7
RWY 01/19	PTBL(1)	BY PRIOR ARRANGEMENT

(1) EMERG only.
(2) Manual activation by prior arrangement with AD OPR 24 HR prior notice required.

ATS AND AERODROME COMMUNICATION FACILITIES

FIA BRISBANE CENTRE 124.8 On Ground

CTAF - AFRU 126.7

ADDITIONAL INFORMATION

Animal and Bird hazard exists.

CHARTS RELATED TO THE AERODROME

1. WAC 3223.
2. Also refer to AIP Departure & Approach Procedures.

Appendix 4 - ERSA - RDS entry

RUNWAY DISTANCE SUPPLEMENT 05 SEP 2024 RDS YFTZ - 1

FITZROY CROSSING

RWY	(CN)	TORA	TODA	ASDA	LDA
01	(2)	1300 (4265)	1360 (4462) (1.22%)	1300 (4265)	1300 (4265)
19	(2)	1300 (4265)	1360 (4462) (2.09%)	1300 (4265)	1300 (4265)

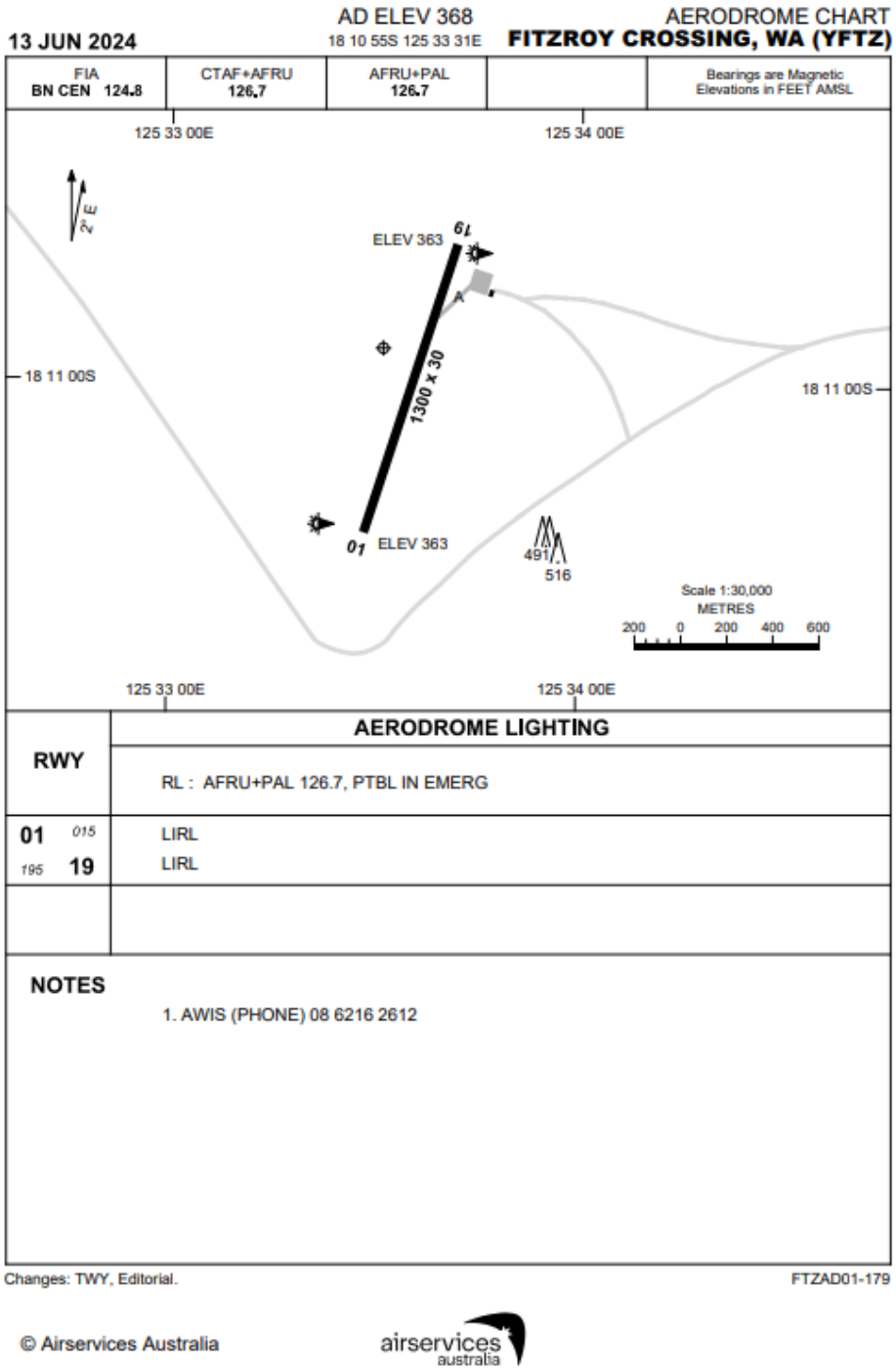
RWY 01/19 APCH inner edge length 90M.

Slope N end 0.2% down to N. S end 0.2% down to S. RWY WID 30 RWS WID 90

SUPPLEMENTARY TAKEOFF DISTANCES

RWY19- 1287(4222)(1.6) 1335(4380)(1.9)

Appendix 5 - DAP - Aerodrome Chart



Appendix 6 - Take-off and Approach Survey Data

Survey Sheets – Aerodrome OLS Parameters

Fitzroy Crossing - Aerodrome Survey ***Take Off Runway*** ***01*** **Date** **23.08.2024**

Position 181055S 1253331E Elevation 368 FT **Surveyed by:** Kevin Thomas

Runway Details	Dimensions	1300 m x 30 m	Slope	0% down to N	Surface	Sealed
	Levels TKOF 01	RWY END 111.836	RWS END 111.02		Runway BRG (T)	017

Declared Distances

RWY	*TORA*	*TODA*	*ASDA*	*LDA*
01	1300	1360 (1.2%)	1300	1300

Supplementary Take-Off Distances

RWY	*1.6%*	*1.9%*	*2.2%*	*2.5%*	*3.3%*	*5.0%*
01	NA	NA	NA	NA	NA	NA

Takeoff SFC Survey Specifications

Code 2 Non-Precision (139 MOS)

Inner Edge Width	80 m
Dist FM Rwy End	60 m
Divergence	10%
Final Width	580 m
Length	2500 m

Obstacle Information

TKOF RWY	*Object No*	*Description*	*DIST OUT*	*HT ABV CWY*	*OBST GRAD*	*OBST RL*	*DIST FM SOT*	*OFFSET*	*OLS Interaction (m) TkOff 4%*	*Comment*
01	101	Tree	116.19 m	1.37 m	1.18%	113.21 m	1,476.19 m	25.69 mL	-3.28	Critical Object
01	102	Tree	277.79 m	2.68 m	0.97%	114.52 m	1,637.79 m	10.91 mR	-8.43	
01	103	Tree	809.66 m	7.46 m	0.92%	119.30 m	2,169.66 m	83.91 mR	-24.92	
01	104	Tree	681.20 m	7.13 m	1.05%	118.97 m	2,041.20 m	81.03 mR	-20.11	
01	105	Tree	673.57 m	9.25 m	1.37%	121.09 m	2,033.57 m	124.64 mR	Out of splay	Outside TKOF SFC
01	106	Tree	560.24 m	8.87 m	1.58%	120.70 m	1,920.24 m	133.81 mR	Out of splay	Outside TKOF SFC

Fitzroy Crossing - Aerodrome Survey ***Take Off Runway*** ***19*** **Date** **23.08.2024**

Position 181055S 1253331E Elevation 368 FT **Surveyed by:** Kevin Thomas

Runway Details	Dimensions	1300 m x 30 m	Slope	0% down to N	Surface	Sealed
	Levels TKOF 19	RWY END 111.917	RWS END 111.184		Runway BRG (T)	197

Declared Distances

RWY	*TORA*	*TODA*	*ASDA*	*LDA*
19	1300	1360 (2.27%)	1300	1300

Supplementary Take-Off Distances

RWY	*1.6%*	*1.9%*	*2.2%*	*2.5%*	*3.3%*	*5.0%*
19	1261	1314	1352	NA	NA	NA

Takeoff SFC Survey Specifications

Code 2 Non-Precision (139 MOS)

Inner Edge Width	80 m
Dist FM Rwy End	60 m
Divergence	10%
Final Width	580 m
Length	2500 m

Obstacle Information

TKOF RWY	*Object No*	*Description*	*DIST OUT*	*HT ABV CWY*	*OBST GRAD*	*OBST RL*	*DIST FM SOT*	*OFFSET*	*OLS Interaction (m) TkOff 4%*	*Comment*
19	201	Tree	234.53 m	5.32 m	2.27%	117.24 m	1,594.53 m	34.14 mL	-4.06	Critical Object
19	202	Tree	431.62 m	4.76 m	1.10%	116.67 m	1,791.62 m	18.22 mL	-12.51	
19	203	Tree	413.99 m	5.57 m	1.35%	117.49 m	1,773.99 m	3.13 mR	-10.99	
19	204	Tree	419.41 m	4.79 m	1.14%	116.71 m	1,779.41 m	22.23 mR	-11.99	
19	205	Tree	545.29 m	5.43 m	1.00%	117.35 m	1,905.29 m	108.63 mR	Out of splay	Outside TKOF SFC
19	206	Fence	48.00 m	0.19 m	0.40%	112.11 m	1,408.00 m	0.47 mR	-1.73	

Fitzroy Crossing - Aerodrome Survey ***Approach Runway*** ***19*** **Date** **23.08.2024**

Position 181055S 1253331E Elevation 368 FT **Surveyed by:** Kevin Thomas

Runway Details	Dimensions	1300 m x 30 m	Slope	0% down to N	Surface	Sealed
	Levels THR 19	111.836				Runway BRG (T) 197

Threshold Coordinates (WGS)	
Latitude	S 18 10 40.691
Longitude	E 125 33 41.902

Approach SFC Survey Specifications	
Code 2 Non-Precision (139 MOS)	
Inner Edge	140 m
Dist FM THR	60 m
Divergence	15%
1st Sect Slope	3.33%
1st Sect Length	2500 m

Obstacle Information

APP RWY	*Object No*	*Description*	*DIST OUT*	*HT ABV THR*	*OBST GRAD*	*OBST RL*	*WGS 84 Latitude*	*WGS 84 Longitude*	*OLS Interaction (m) App 3.33%*	*Comment*
19	101	Tree	116.19 m	1.37 m	1.18%	113.21 m	18° 10 ' 34.97 " S	125° 33 ' 42.85 " E	-2.50	Below 1st Sect
19	102	Tree	277.79 m	2.68 m	0.97%	114.52 m	18° 10 ' 30.3 " S	125° 33 ' 45.67 " E	-6.57	Below 1st Sect
19	103	Tree	809.66 m	7.46 m	0.92%	119.30 m	18° 10 ' 14.49 " S	125° 33 ' 53.41 " E	-19.50	Below 1st Sect
19	104	Tree	681.20 m	7.13 m	1.05%	118.97 m	18° 10 ' 18.45 " S	125° 33 ' 52.02 " E	-15.55	Below 1st Sect
19	105	Tree	673.57 m	9.25 m	1.37%	121.09 m	18° 10 ' 19.11 " S	125° 33 ' 53.36 " E	-13.18	Below 1st Sect
19	106	Tree	560.24 m	8.87 m	1.58%	120.70 m	18° 10 ' 22.72 " S	125° 33 ' 52.51 " E	-9.79	Below 1st Sect

Fitzroy Crossing - Aerodrome Survey ***Approach Runway*** ***01*** **Date** **23.08.2024**

Position 181055S 1253331E Elevation 368 FT **Surveyed by:** Kevin Thomas

Runway Details Dimensions 1300 m x 30 m Slope 0% down to N Surface Sealed

Levels THR 01 111.917 Runway BRG (T) 017

Threshold Coordinates (WGS)

Latitude	S 18 11 20.947
Longitude	E 125 33 28.738

Approach SFC Survey Specifications

Code 2 Non-Precision (139 MOS)

Inner Edge	140 m
Dist FM THR	60 m
Divergence	15%
1st Sect Slope	3.33%
1st Sect Length	2500 m

Obstacle Information

APP RWY	*Object No*	*Description*	*DIST OUT*	*HT ABV THR*	*OBST GRAD*	*OBST RL*	*WGS 84 Latitude*	*WGS 84 Longitude*	*OLS Interaction (m) App 3.33%*	*Comment*
01	201	Tree	234.53 m	5.32 m	2.27%	117.24 m	18° 11 ' 30.42 " S	125° 33 ' 26.87 " E	-2.49	Below 1st Sect
01	202	Tree	431.62 m	4.76 m	1.10%	116.67 m	18° 11 ' 36.39 " S	125° 33 ' 24.37 " E	-9.62	Below 1st Sect
01	203	Tree	413.99 m	5.57 m	1.35%	117.49 m	18° 11 ' 35.64 " S	125° 33 ' 23.85 " E	-8.21	Below 1st Sect
01	204	Tree	419.41 m	4.79 m	1.14%	116.71 m	18° 11 ' 35.62 " S	125° 33 ' 23.18 " E	-9.18	Below 1st Sect
01	205	Tree	545.29 m	5.43 m	1.00%	117.35 m	18° 11 ' 38.7 " S	125° 33 ' 19.1 " E	-12.72	Below 1st Sect
01	206	Fence	48.00 m	0.19 m	0.40%	112.11 m	18° 11 ' 24.3 " S	125° 33 ' 27.63 " E	-1.40	Below 1st Sect

Survey Sheets – Part 121 MOS Take-off Parameters

Fitzroy Crossing - Aerodrome Survey ***Take Off Runway*** ***01*** **Date** **23.08.2024**

Position 181055S 1253331E Elevation 368 FT **Surveyed by:** Kevin Thomas

Runway Details	Dimensions	1300 m x 30 m	Slope	0% down to N	Surface	Sealed
	Levels TKOF 01	RWY END 111.836	RWS END 111.02		Runway BRG (T)	017

Declared Distances

RWY	*TORA*	*TODA*	*ASDA*	*LDA*
01	1300	1360 (1.58%)	1300	1300

Supplementary Take-Off Distances

RWY	*1.6%*	*1.9%*	*2.2%*	*2.5%*	*3.3%*	*5.0%*
01	NA	NA	NA	NA	NA	NA

Takeoff SFC Survey Specifications
Code 2 Non-Precision (CASR121)

Inner Edge Width	150 m
Dist FM Rwy End	60 m
Divergence	12.5%
Final Width	1200 m
Length	15000 m

Obstacle Information

TKOF RWY	*Object No*	*Description*	*DIST OUT*	*HT ABV CWY*	*OBST GRAD*	*OBST RL*	*DIST FM SOT*	*OFFSET*	*OLS Interaction (m) TkOff 4%*	*Comment*
01	101	Tree	116.19 m	1.37 m	1.18%	113.21 m	1,476.19 m	25.69 mL	-3.28	
01	102	Tree	277.79 m	2.68 m	0.97%	114.52 m	1,637.79 m	10.91 mR	-8.43	
01	103	Tree	809.66 m	7.46 m	0.92%	119.30 m	2,169.66 m	83.91 mR	-24.92	
01	104	Tree	681.20 m	7.13 m	1.05%	118.97 m	2,041.20 m	81.03 mR	-20.11	
01	105	Tree	673.57 m	9.25 m	1.37%	121.09 m	2,033.57 m	124.64 mR	-17.69	
01	106	Tree	560.24 m	8.87 m	1.58%	120.70 m	1,920.24 m	133.81 mR	-13.54	Critical Object

Fitzroy Crossing - Aerodrome Survey ***Take Off Runway*** ***19*** **Date** **23.08.2024**

Position 181055S 1253331E Elevation 368 FT **Surveyed by:** Kevin Thomas

Runway Details	Dimensions	1300 m x 30 m	Slope	0% down to N	Surface	Sealed
	Levels TKOF 19	RWY END 111.917	RWS END 111.184		Runway BRG (T)	197

Declared Distances

RWY	*TORA*	*TODA*	*ASDA*	*LDA*
19	1300	1360 (2.27%)	1300	1300

Supplementary Take-Off Distances

RWY	*1.6%*	*1.9%*	*2.2%*	*2.5%*	*3.3%*	*5.0%*
19	1261	1314	1352	NA	NA	NA

Takeoff SFC Survey Specifications

Code 2 Non-Precision (CASR121)

Inner Edge Width	150 m
Dist FM Rwy End	60 m
Divergence	12.5%
Final Width	1200 m
Length	15000 m

Obstacle Information

TKOF RWY	*Object No*	*Description*	*DIST OUT*	*HT ABV CWY*	*OBST GRAD*	*OBST RL*	*DIST FM SOT*	*OFFSET*	*OLS Interaction (m) TkOff 4%*	*Comment*
19	201	Tree	234.53 m	5.32 m	2.27%	117.24 m	1,594.53 m	34.14 mL	-4.06	Critical Object
19	202	Tree	431.62 m	4.76 m	1.10%	116.67 m	1,791.62 m	18.22 mL	-12.51	
19	203	Tree	413.99 m	5.57 m	1.35%	117.49 m	1,773.99 m	3.13 mR	-10.99	
19	204	Tree	419.41 m	4.79 m	1.14%	116.71 m	1,779.41 m	22.23 mR	-11.99	
19	205	Tree	545.29 m	5.43 m	1.00%	117.35 m	1,905.29 m	108.63 mR	-16.38	
19	206	Fence	48.00 m	0.19 m	0.40%	112.11 m	1,408.00 m	0.47 mR	-1.73	

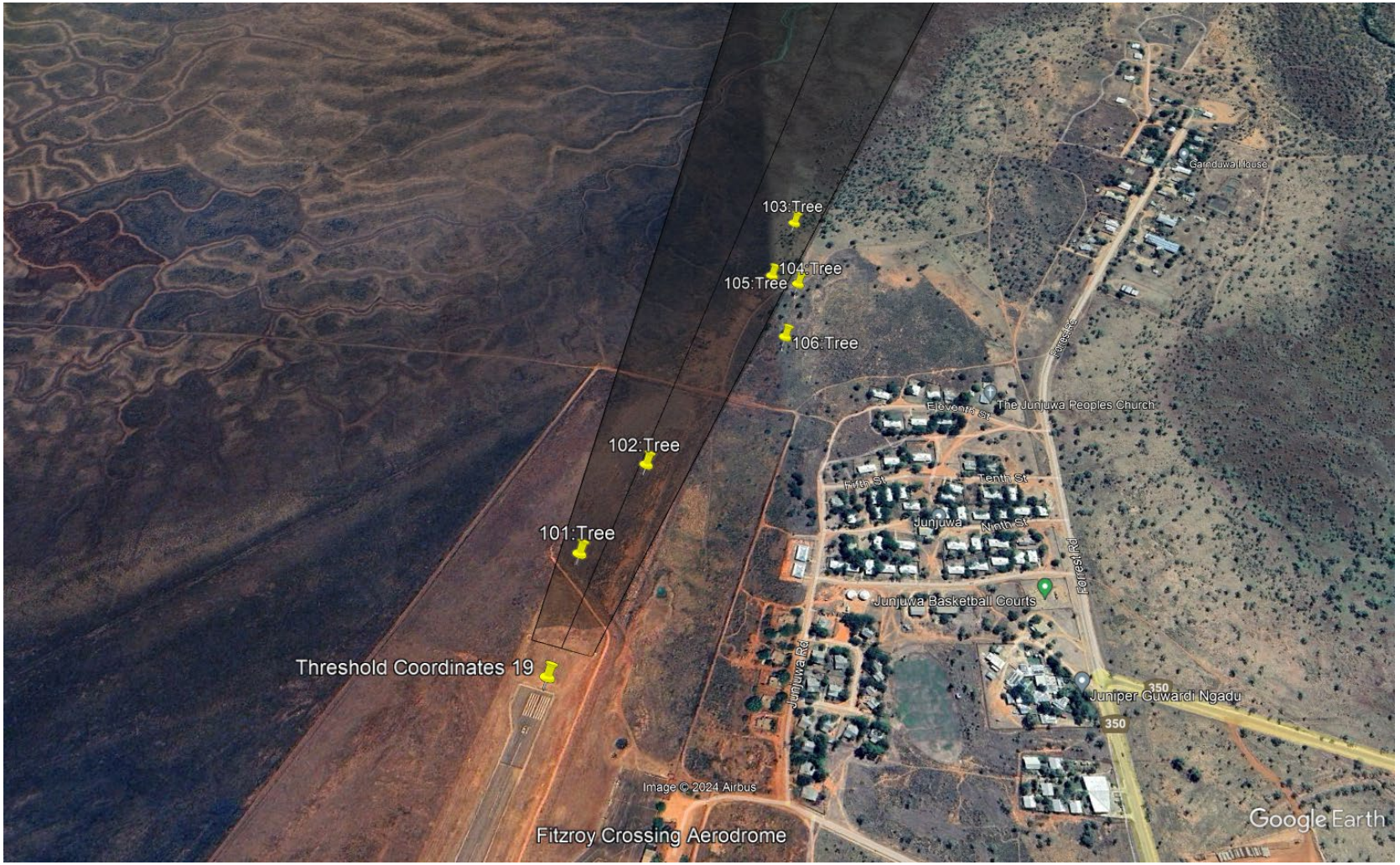
Appendix 7 - Take-off and Approach Images

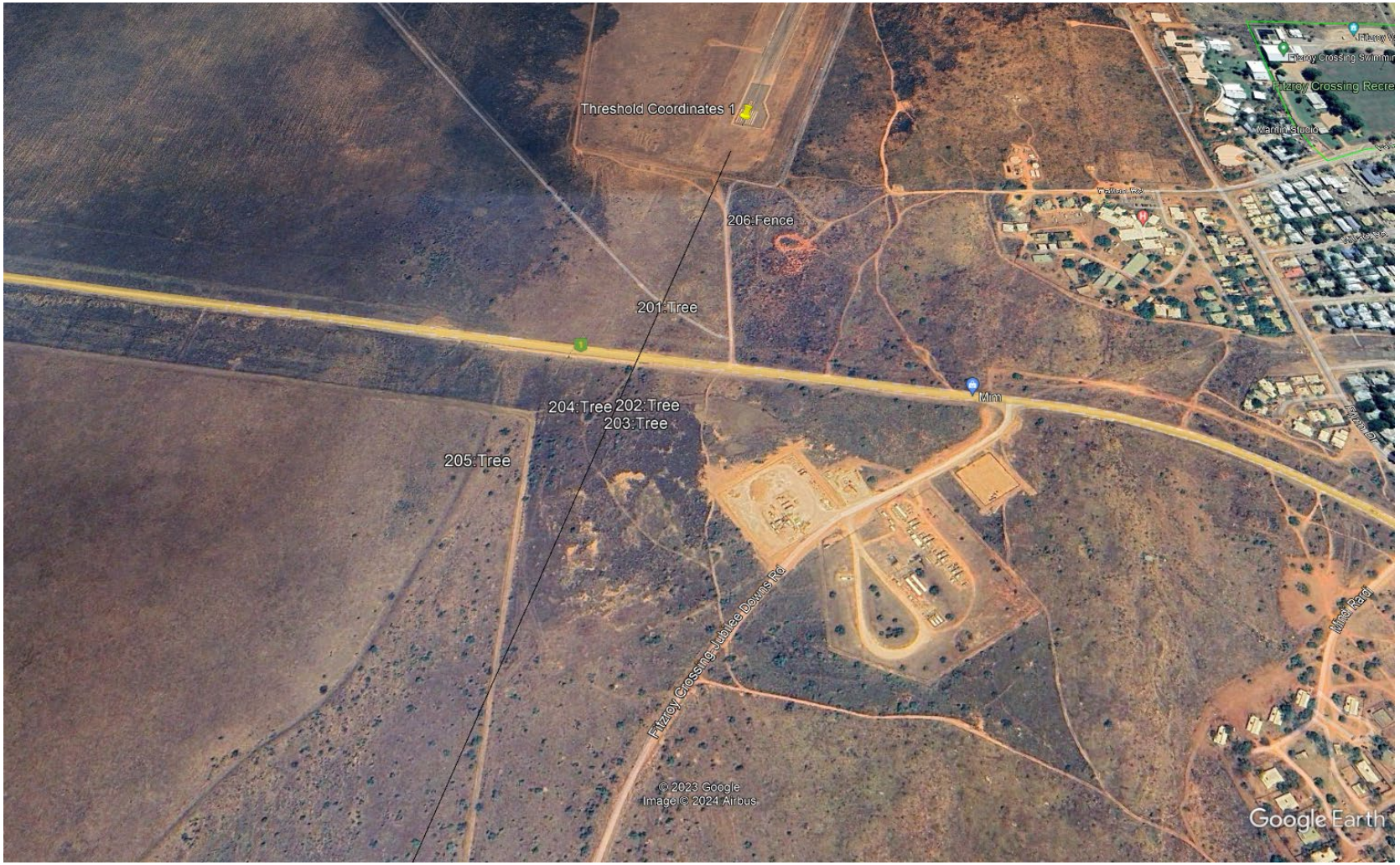


Take Off 01

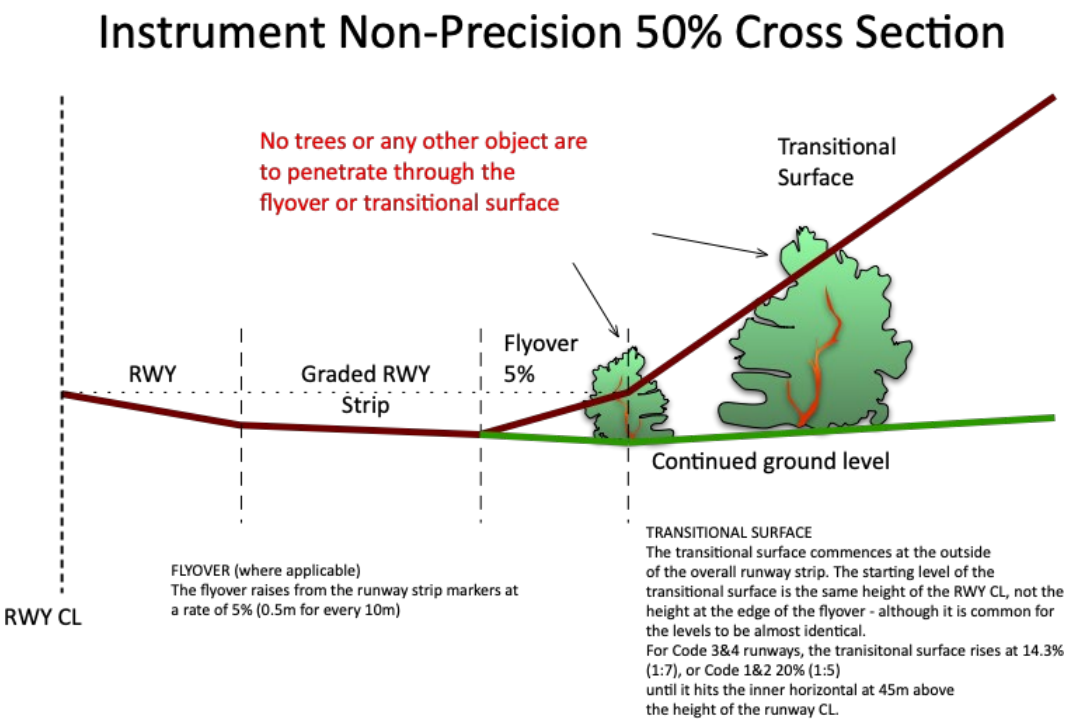


Take Off 19


103:Tree
104:Tree
105:Tree
106:Tree
102:Tree
101:Tree
Threshold Coordinates 19
Fitzroy Crossing Aerodrome
Gainduwa House
The Junjuwa Peoples Church
Eleventh St
Tenth St
Fifth St
Ninth St
Junjuwa
Junjuwa Basketball Courts
Junjuwa Rd
Fitzroy Rd
Juniper Guwardi Ngadu
350
350
Image © 2024 Airbus
Google Earth


Threshold Coordinates 1
206.Fence
201.Tree
204.Tree
202.Tree
203.Tree
205.Tree
Mini
Fitzroy Crossing Jubilee Downs Rd
Mindi Rd
© 2023 Google
Image © 2024 Airbus
Google Earth

Appendix 8 - Transitional Surface Schematic



Appendix 9 - Summary of Aerodrome Manual Review

Details of the aerodrome manual (AM) reviewed as part of this ATI are listed in Section 3 of this report.

The manual was reviewed utilising compliance and performance markers adapted from the CASA SMS Framework[16]. Where an aerodrome manual marker does not apply to this aerodrome, it has been annotated as not applicable (N/A).

The following definitions apply:

Marker	Status	Definition
Present (P)	✓ or **X** or **N/A**	There is evidence that the marker is clearly visible and is documented within the aerodrome manual or subsidiary documents.
Suitable (S)	✓ or **X** or **N/A**	The marker is suitable based on the size, nature, complexity and inherent risk in the activity.
Operating (O)	✓ or **X** or **N/A**	There is evidence that the marker is in use and an output is being produced.
Effective (E)	✓ or **X** or **N/A**	There is evidence that the element or component is achieving the desired outcome.

[16] *Safety Management System Form 1591 (casa.gov.au)*

9.0 Aerodrome Manual

Assess the form and function of the aerodrome manual.
[Part 139 MOS 10.4]

Marker	Status	Comments
Present	✓	*Requirement for an aerodrome manual.* AD Manual Version 1.0 present *Form, contents and updating of the manual.* *Version control and change to the aerodrome manual.* *Application or adoption of other material by the aerodrome manual.*
Suitable	✓	
Operating	✓	
Effective	✓	

9.1 Aerodrome Administration

To show the management, administration and organisational structure with key positions.
[Part 139 MOS 11.02]

Marker	Status	Comments
Present	✓	*Organisational Structure (flow chart).* *Key positions including Accountable Manager, responsible persons for the organisation, Manual Controller and persons/positions responsible for aerodrome operations and safety as required by the Part 139 MOS.*
Suitable	✓	
Operating	X	
Effective	✓	

There are no additional subsidiary or supplementary documents applicable to this section of the manual.

Finding AM 9.1

The contact names and numbers for some persons/positions are incorrect.

Corrective Action	Category	Description
AM 9.1	Action required	Update the manual to include the correct names and numbers of people/positions held.

9.2 Aerodrome Information

To ensure accurate information is supplied and maintained within the aerodrome manual.
[Part 139 MOS 11.01]

Marker	Status	Comments
Present	✓	*Information as required by Chapter 5.* *Scaled Plan of the Aerodrome.* *Approval, Determinations, Direction, Exemptions, Conditions, or other instruments issued by CASA.* *Grandfathering and Preferred Matters.*
Suitable	✓	The existing manual to MOS 139 provides suitable information for the operation of the airport until the new 139 MOS manual is finalised by CASA
Operating	✓	The existing manual to MOS 139 provides suitable information for the operation of the airport until the new 139 MOS manual is finalised by CASA
Effective	X	The aerodrome manual was found to be effective at containing pertinent information to facilities and operations at the aerodrome. However, it was found to not comply with the Part 139 MOS layout requirements.

Finding AM 9.2

The aerodrome is being operated to the MOS 139 aerodrome manual.

Corrective Action	Category	Description
AM 9.2	Action required	

9.3 Aerodrome Reporting

To describe how to ensure published information regarding the aerodrome is current.
[Part 139 MOS 11.05]

Marker	Status	Comments
Present	✓	*Identify responsible positions:* *Requirement to update change of AIP information to AIS.* *Advising NOTAM office and ATC (where applicable) of hazards that may affect aviation safety.* *Maintain records of AIP and NOTAM activity for three years.*
Suitable	✓	
Operating	✓	
Effective	✓	

The NOTAM folder was reviewed and it was found that all NOTAMs are up to date.

9.4 Aerodrome Serviceability Inspections

To describe how to carry out serviceability inspections, document evidence, and follow-up actions as required.
[Part 139 MOS 11.03]

Marker	Status	Comments
Present	✓	*Managing the inspections.* *Carrying out the inspections (including communications).* *Reporting results of the inspections.* *Taking follow up actions as required.*
Suitable	✓	
Operating	✓	
Effective	✓	

The serviceability records were reviewed and it was found that:

- A hard copy file is used and it is up to date.

Finding AM 9.4

The serviceability inspection checklist does not include a section for the new Global Reporting Format (GRF) requirements.

Corrective Action	Category	Description
AM 9.4	Action required	Update the serviceability inspection checklist to include the required GRF information.

9.5 Aerodrome Lighting

To describe how to operate the lighting system(s), carry out lighting inspections, document evidence, and follow-up actions as required.
[Part 139 MOS 11.04]

Marker	Status	Comments
Present	✓	*Identify the responsible persons.* *Carrying out the inspections of lighting, back-up power, portable lighting and monitoring hazardous lights.* *Maintaining records of the inspections.* *Taking follow up actions as required.* *Activation and operations of lighting systems.* *Carry out maintenance and emergency maintenance.* *Deal with a partial or total power system failure.*
Suitable	✓	
Operating	✓	
Effective	✓	

The lighting inspection records were reviewed and it was found that:

- All ARO electrical files were up to date.
- Electrician inspections (AETI) show the last being 2021.

Finding AM 9.5

The electrical portion of the Annual Technical Inspection is well out of date.

Corrective Action	Category	Description
AM 9.5	Action required	Conduct the electrical portion of the Annual Technical Inspection as soon as possible.

9.6 Unauthorised Entry to Aerodrome

To prevent the unauthorised access to the movement area (airside.)
[Part 139 MOS 11.11]

Marker	Status	Comments
Present	✓	*Procedures for controlling airside access.* *Procedures for monitoring airside access control point and barriers, such as fencing.*
Suitable	✓	
Operating	✓	
Effective	✓	

9.7 Airside Vehicle Control

If procedures have been established for the control of surface vehicles operating on or near the movement area of the aerodrome, they must be included in the manual.
[Part 139 MOS 11.14]

Marker	Status	Comments
Present	✓	*Traffic Rules and their enforcement:* *Establishing a method of instructing and training drivers in relation to the traffic rules:*
Suitable	✓	
Operating	✓	
Effective	✓	

9.8 Aircraft Parking Control

If procedures have been established for the control of surface vehicles operating on or near the movement area of the aerodrome, they must be included in the manual.
[Part 139 MOS 11.14]

Marker	Status	Comments
Present	✓	*Traffic Rules and their enforcement:* *Establishing a method of instructing and training drivers in relation to the traffic rules:*
Suitable	✓	
Operating	✓	
Effective	✓	Fitzroy Crossing has very little airside vehicle activity.

The records were reviewed and were found to be up to date.

9.9 Aerodrome Obstacle Control

To ensure the airspace surrounding the aerodrome is not infringed by obstacles.
[Part 139 MOS 11.05]

Marker	Status	Comments
Present	✓	*Procedures for monitoring take-off, approach, VSS and transitional surfaces.* *Procedures for monitoring critical obstacles associated with any published terminal instrument flight procedure.* *Arrangements for notifying CASA and procedure designer of proposed and actual infringements.* *Noting individual responsible positions/persons.*
Suitable	X	A minor change will be required to the survey diagrams to show updated base survey information. This will be deferred until the new 139 MOS aerodrome manual.
Operating	✓	
Effective	✓	

There are no additional subsidiary documents applicable to this section of the manual.

9.10 Protection of Communication, Navigation, Surveillance and Met Facilities

Procedures for the protection of communication, navigation, surveillance and meteorological (met) facilities (***relevant facilities***) located on the aerodrome.
[Part 139 MOS 11.16]

Marker	Status	Comments
Present	✓	Not applicable at this aerodrome
Suitable	N/A	
Operating	N/A	
Effective	N/A	

9.11 Aerodrome Technical Inspections

To ensure the technical inspection process is correctly managed.
[Part 139 MOS Chapter 11.10]

Marker	Status	Comments
Present	✓	*Contains a brief for the technical to follow:* *Ensure correctly qualified personnel conduct the inspection:* *Preparing and implementing a corrective action plan to assess defects identified:* *Supply CASA with copies of the reports:* *Position responsible for managing the process:*
Suitable	✓	
Operating	X	The last Electrical Aerodrome Technical Inspection was 7 December 2021
Effective	X	

Finding AM 9.11

It has been more than 12 months since the last Electrical Aerodrome Technical Inspection (EATI).

Corrective Action	Category	Description
AM 9.11	Action required	Have an EATI carried out as soon as possible.

9.12 Aerodrome Works Safety

To ensure procedures are available for the planning and safe execution of aerodrome works.
[Part 139 MOS 11.07]

Marker	Status	Comments
Present	✓	Preparation of MOWP and how to contact aircraft operators and aerodrome users. Communication with aircraft and ATC. Carrying out time-limited or emergency works. Notifying aircraft operators and aerodrome users of time-limited or emergency works. Carrying out works when the aerodrome is closed to aircraft operations.
Suitable	✓	
Operating	✓	
Effective	✓	

9.13 Wildlife Hazard Management

To ensure procedures are available to assess and mitigate wildlife hazards on the aerodrome.
[Part 139 MOS Chapter 11.08]

Marker	Status	Comments
Present	✓	*Arrangements to monitor any wildlife hazard:* *Arrangements to assess any wildlife hazard:* *Arrangements to mitigate any wildlife hazard:* *Arrangements to report any wildlife hazard (NOTAM, CTAF etc.):* *Liaising with relevant authorities for proposed or actual sources of wildlife attraction inside or outside the aerodrome boundary:* *Individuals or positions responsible for the monitoring and mitigating of wildlife hazards:*
Suitable	✓	
Operating	✓	
Effective	X	The Fitzroy Crossing Aerodrome does have a considerable presence of Kite Hawks. Consider a wildlife management plan.

The wildlife hazard folder was reviewed, and it was found that it hadn't been regularly updated since the last register entry on 7/8/23.

Finding AM 9.13

As there is a considerable presence of Kite Hawks at the Aerodrome.

Corrective Action	Category	Description
AM 9.13	Action required	Consider developing a wildlife management plan.

9.14 Low Visibility Operations

Procedures for the management of ground activities at an aerodrome where low-visibility operations are conducted on the aerodrome.
[Part 139 MOS Chapter 11.17]

Not applicable as there are no low-visibility operations at this aerodrome.

9.15 Disabled Aircraft Removal

Procedure to remove an aircraft that is disabled on or near the movement area.
[Part 139 MOS 11.13]

Marker	Status	Comments
Present	✓	*Identify roles of AD operator and the holder of the certificate of registration:* *Notify the holder of the certificate of registration:* *Liaise with ATSB, Defence and ATC as applicable:* *Obtain appropriate equipment to remove the aircraft:* *Persons responsible for arranging the removal of the aircraft with a telephone number and after hours availability:*
Suitable	✓	
Operating	✓	
Effective	✓	Whilst the recovery of a disabled aircraft has not been required within the last 10 years, it is believed that the plan would be effective if activation was required.

9.16 Aerodrome Safety Management

To note the presence of a Safety Management System (SMS) or Risk Management Plan (RMP).
[Part 139 MOS Chapter 11.09]

Marker	Status	Comments
Present	✓	The Fitzroy Crossing aerodrome has an SMS
Suitable	✓	The SMS has been written in accordance with MOS139.
Operating	X	The SMS is operating however meetings have not been held on a regular basis.
Effective	✓	Although meetings are not being held and the SMS is not particularly active, good decision are being made in line with the company structure and principles of the SMS.

Until the new manual is accepted by CASA it is a requirement to operate the aerodrome in accordance with the current (old) manual, which requires the SMS to be managed with regular meetings. They are required every 3 months, but evidence of a recent meeting was not observed.

Finding AM 9.16

Until the new manual is recognised by CASA it is a requirement to operate the aerodrome in accordance with the old manual. Regular SMS meetings are not being held.

Corrective Action	Category	Description
AM 9.16	Action required	Hold SMS meetings. They are required every 3 months in accordance with the current manual. Alternatively, update the current manual to remove the requirement.

9.17 Aerodrome Emergency Response and Procedures

Aerodrome emergency procedures to be included or referenced in the aerodrome manual.
[Part 139 MOS 11.12]

Marker	Status	Comments
Present	✓	*Positions who constitute the emergency committee.* *Description of each emergency respondent organisation.* *Procedures for liaising with the authorised person for planning arrangements.* *Procedures for notification and initiation of emergency response.* *Procedures for activation, control and coordination during initial stages of a response.* *Procedures for use of the aerodrome emergency facilities.* *Management of assembly areas.* *Procedures for response to 'local standby'.* *Procedures for response to 'full emergency'.* *Management of emergency facilities and access points.* *Arrangements for inductions, response training and exercises.* *Arrangements to return the aerodrome to operational status.* *Arrangements to review the emergency plan.* *Roles and responsibilities in accordance with MOS 11.12.*

Marker	Status	Comments
Suitable	✓	The emergency plan is suitable to the size and scope of operations at Halls Creek
Operating	✓	The plan has not been exercised since 2016.
Effective	N/A	Whilst there have been no actual emergency response requirements in at least the last 20 years, the plan is backed up by respondents within the community and is regularly exercised within their own organisations.

The records of the emergency committee meetings and emergency exercises were reviewed, and it was found that:

- Some AEC meetings have been held but the last meeting was in August 2019
- The last desktop exercise was held in November 2016
- The last full scale exercise was held in May 2016

Finding AM 9.17

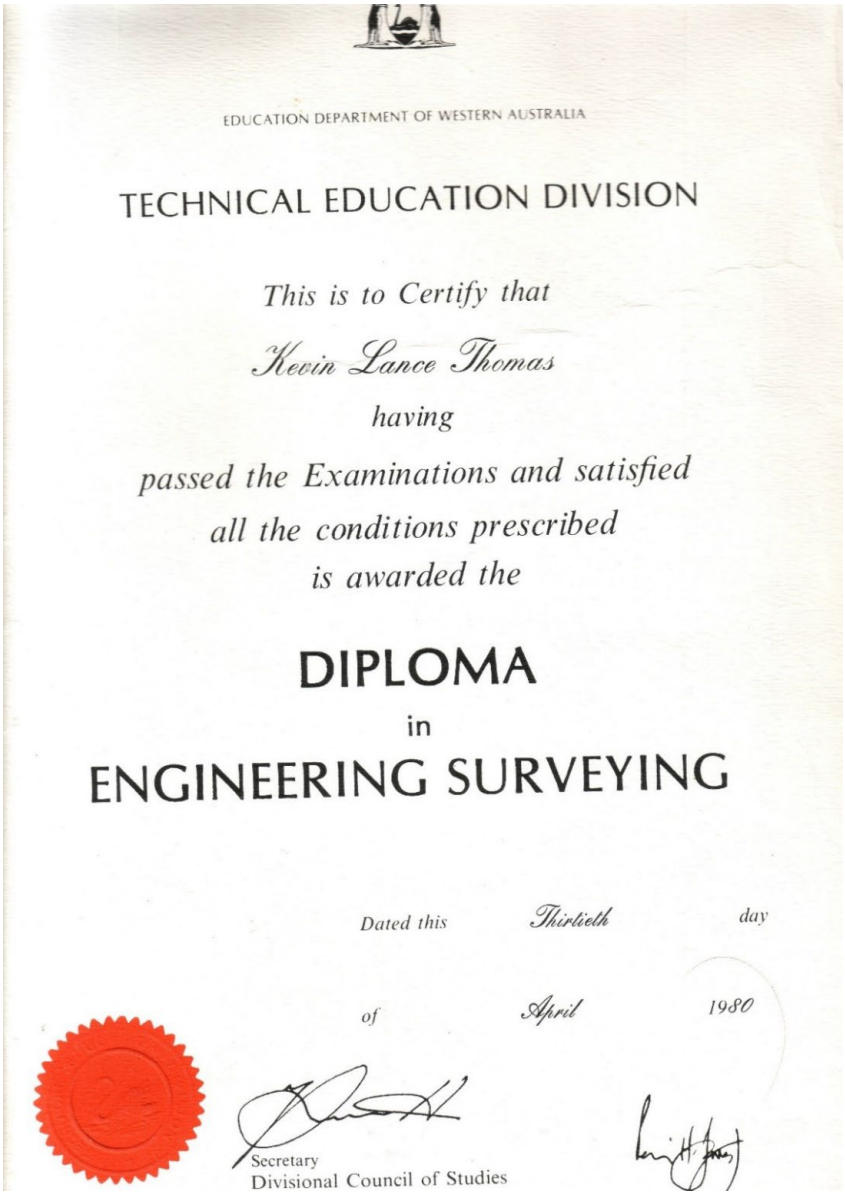
The current aerodrome manual states regular emergency exercises are required. There was no record of any emergency exercise being held since 2016.

Corrective Action	Category	Description
AM 9.17	Action required	Conduct an emergency exercise and hold an AEC meeting or remove the requirement to hold exercises from the current aerodrome manual.

Appendix 10 - Aerodrome Inspector Qualifications

CASR 139.075 and the Part 139 MOS (sections 12.10 and 12.11) require the technical inspection of an aerodrome to be conducted by a person with relevant technical qualifications and experience, or demonstrable relevant technical experience.

This technical inspection was conducted by Kevin Thomas, a CASA approved Airport Inspector (Approval Number A012). Kevin has over 30 years' experience conducting aerodrome technical inspections and holds a Diploma in Engineering Surveying. A copy of this diploma is included below.



EDUCATION DEPARTMENT OF WESTERN AUSTRALIA

TECHNICAL EDUCATION DIVISION

This is to Certify that

Kevin Lance Thomas

having

passed the Examinations and satisfied
all the conditions prescribed
is awarded the

DIPLOMA

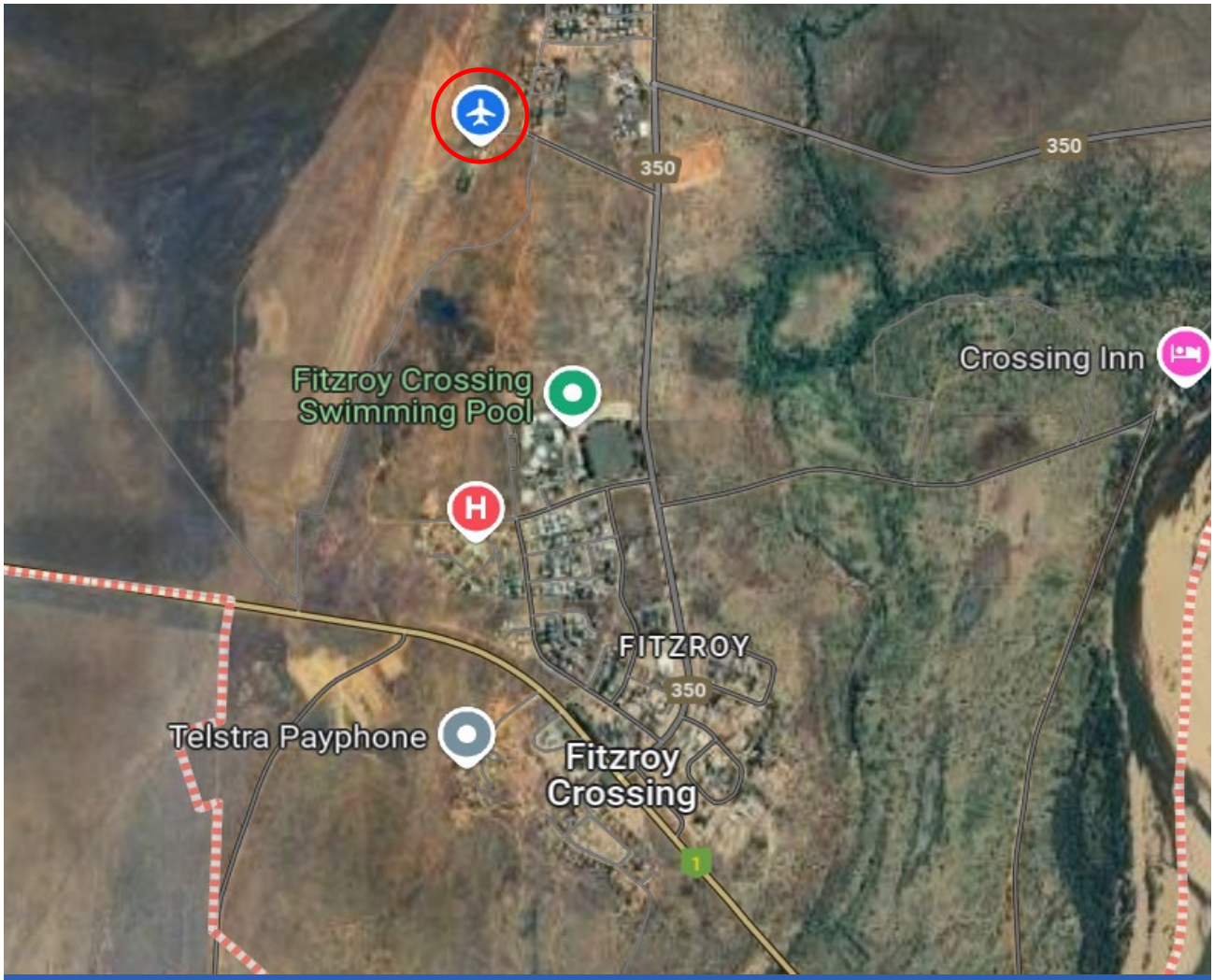
in

ENGINEERING SURVEYING

Dated this *Thirtieth* *day*

of *April* *1980*

Secretary
Divisional Council of Studies



Shire of Derby/West Kimberley / Fitzroy Crossing Aerodrome YFTZ

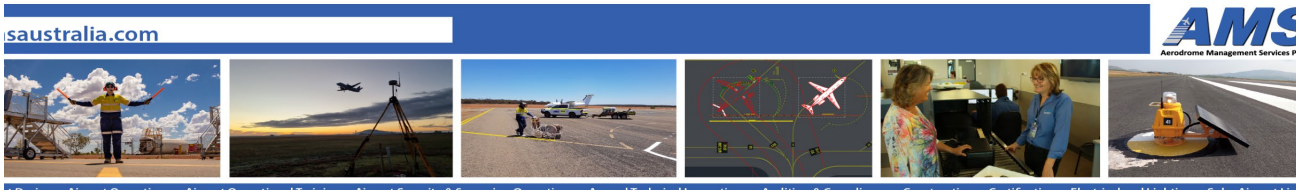
Aerodrome Technical Inspection - Electrical

Inspection Date: 11 September 2024

Inspector: Dale Corbett.

Aerodrome Management Services Pty Ltd

ACN 625 913 484 / ABN 78 625 913 484
National Training Provider: ID 52413
Electrical Contractor Licences: WA EC10503. NT C3990.



Aerodrome Technical Inspection - Electrical

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1. Document Control

1.1. Revision History

Version	Date	Revision Details
1	11/11/2024	Final report for issue to client
A	7/11/2024	Draft document issued for comment and peer review

1.2. Peer Review

Version	Prepared By
1	Dale Corbett Digitally signed by Dale Corbett Date: 2024.11.11 08:48:46 +08'00'
A	DC

2. Preamble

2.1. Introduction

In accordance with MOS (Manual of Standards) Chapter 12 an Aerodrome Technical Inspection must be performed where the electrical reticulation systems, aerodrome lighting systems and visual approach indicator systems are tested to ensure that the facility is safe for aircraft operations.

The electrical inspection is performed separately to the general annual Aerodrome Technical Inspection, which includes (but is not limited to) checks in relation to instrument survey of obstacle limitation surfaces, inspections of movement area, pavements, drainage and general facilities.

2.2. Applicable Standards

Civil Aviation Safety Regulations (CASR), Civil Aviation Safety Authority (CASA) Part 139 (Aerodromes) Manual of Standards 2019 Chapter 9 (MOS), or Manual of Standards Part 139—Aerodromes V1.14 Chapter 9 (previous MOS), the ICAO Aerodrome Design Manual, Document 9157, Part 4 & 5, the Electrical Licensing Regulations 1991 (ELR) and the Australian Wiring Rules (AS3000) are the applicable standards referenced in this report. Throughout this report, the highest of the applicable standards shall apply where conflict occurs between the respective standards.

2.3. Competency

An Electrical Aerodrome Technical Inspection must be performed by an Electrical Engineer or a licensed Electrician with relevant aerodrome lighting knowledge and experience in accordance with MOS 12.10 (2) (b).

In accordance with these requirements, this inspection has been carried out by an A Grade Electrician, licence number EW177661 (WA).

In addition to the above certification, The Electrical Inspector has qualifications and relevant experience as:

- Work Safety Officer.
- Aerodrome Reporting Officer, trained in accordance with Part 139 Manual of Standards, Chapter 13.
- CASA ARN 1204793.
- Cert IV Government Investigations.
- Ex Designated Western Power Electrical Inspector.
- City and Guilds 2391 in Inspection and Testing of Electrical Installations.
- Checking and Testing an Electrical Installation (College of Electrical Training Australia).
- British Telecom Accreditation.
- British Gas Academy Apprenticeship.
- Cert III Electrotechnology Electrician UK and Australia.

2.4. Calibration of Measuring Equipment Used

The following equipment was used during the Aerodrome Electrical Technical Inspection:

- Research Engineers Clinometer – calibrated to February 2026
- Fluke 1507 Insulation Tester – calibrated to September 2025
- Fluke 1587 Insulation Multi-meter – calibrated to February 2025
- Fluke i400 AC Current Clamp – calibrated to February 2025
- Metrel MI3205 Meghom-meter – calibrated to August 2025

2.5. Guidance for The Use of Report

This report shall be issued to the aerodrome operator and should be filed in the aerodrome technical inspections file within the aerodrome manual suite. The ATI report must be available for CASA personnel and must be retained on file for a period of not less than 3 years (MOS 12.08(9)).

This report should be analysed at the first available opportunity by the aerodrome Safety Management System (SMS) committee and any corrective actions should be prioritised at the direction of the SMS committee. The SMS committee's role is to determine risk in association with the findings of this report and establish the most appropriate course of action as applicable. A copy of this report must be submitted to CASA within 30 days of the issue date of this document.

For ease of reading this report, a traffic light methodology has been utilised to allow for quick identification of the pertinent points. All inspection elements that are considered to be non-compliant and are of a safety concern, requiring definitive remedial action are colour coded red. Similarly, the inspection elements colour coded orange are elements that are deemed non-compliant but less urgent but still requiring attention. The yellow colour coding is reserved for inspection elements where it is considered that there is room for improvement. Finally, green is divided into two subdivisions - compliant and no further attention required, and compliant, but with recommendations for improvement.

Compliant with the standards
Compliant, but with recommendation
Room for Improvement
Non-Compliant - Non-Safety Consideration
Non-Compliant - Safety Consideration

As previously stated, it is acknowledged here that determining risk associated with each item is for the SMS committee to determine, and the colour ranking by the AMS inspector is merely provided as a guide and is to be understood as an opinion of the inspector based on technical knowledge and experience.

The final arbitrator on what is compliant is the CASA inspector, and any opinions expressed in this report are therefore to be considered in that context.

3. Executive Summary

AMS would like to thank Shire of Derby/West Kimberley for the opportunity to inspect the Fitzroy Crossing Aerodrome for compliance with the relevant standards.

In particular, Ken McLeod is thanked for facilitating this inspection and for the hospitality shown to the inspector.

This report details 50 inspection elements. Of these 50 inspection elements, 39 elements were found to be in compliance with relevant regulations and standards, 9 elements were recommended for improvement, and there were 2 elements considered to be non-compliant and are required to be addressed.

There was evidence that the staff that manage the facilities of this aerodrome have undertaken their duties and are managing the aerodrome well.

For assistance with any of the identified elements for corrective action, please consult the AMS inspector for guidance.

4. Plan for Corrective Action

No	Heading	Category	Result Notes	Finding	Recommendation
1	Administration General	Administration	As per the previous inspection dated 06/09/2023, the manual presented for this inspection was revision 3.0, dated 19/02/2019. It has been noted the current manual is in the review stage and waiting on approval. The general contents and format of the manual were acceptable, but it was noted that the information regarding the lighting was no longer valid due to the installation of new LED runway edge lighting. Section 11.3 on page 29 of the manual, details the runway lights as V7/1222 lights, which are incandescent 30-Watt lights, and these light fittings have been since been upgraded to LED fittings. Both primary and secondary windsock illumination have been upgraded to LED fittings, and this also is not mentioned in section 11.3, or within the lighting spares inventory. The correct number, type and style of airfield light fittings that are installed at this aerodrome require to be accurately recorded in the aerodrome manual. Relevant images are recorded in section 6, item 1 of this report.	Room for Improvement	Ensure that a current version of the manual is available for inspection at this aerodrome.

No	Heading	Category	Result Notes	Finding	Recommendation
5	Commissioning Paperwork	Administration	As per the comments from last year's inspection dated 06/09/2023, the aerodrome manual did not contain any commissioning paperwork. The airfield lights at this aerodrome were installed in 2017, the version of the MOS in force at that time was Version 1.13. The commissioning documentation that was found on site was the original ground check and flight check reports for when the PAPI system installed, dated 18 May 2006. However, there were no NATA reports found for any of the light fittings installed in 2017. This needs to be remediated, NATA certified reports need to be obtained from Airport Alliance for all the runway, threshold and taxiway lights, as well as the windsock lighting.	Non-Compliant - Non-Safety Consideration	Ensure NATA certification and ground/flight check commissioning paperwork is contained within the aerodrome manual suite.

No	Heading	Category	Result Notes	Finding	Recommendation
6	ACMA Licences	Administration	Performing a location search on the ACMA website revealed that ACMA has a location ID for the PAALC as 441299, which may mean that at one stage this frequency was licensed for this aerodrome. But as reported on the previous inspection, the AFRU/PAALC has not been licensed for some time now. This needs to be remediated as a matter of urgency as it is illegal to transmit a radio signal from a fixed radio apparatus on an unlicensed frequency and this may attract punitive measures from ACMA. Relevant images are recorded in section 6, item 6 of this.	Non-Compliant - Non-Safety Consideration	Ensure that any fixed radio apparatus situated at this aerodrome which is able to transmit a radio signal is licensed and that the installation matches the conditions of the apparatus license and install a cavity filter for the licensed apparatus.
16	Lighting Spares	Administration	As per the previous inspection dated 06/09/2023 the manual contained a list of minimum critical spares that are to be held, however, the parts listed are not relevant to the fittings installed, it still lists spare parts for the older style incandescent fittings. There were spare parts found on site for the new lights, but these were not listed in the aerodrome manual. The spares list should be updated to reflect the actual light fittings installed at this aerodrome. Relevant images are recorded in section 6, item 16 of this report.	Room for Improvement	Ensure that the list of spare parts held is accurate and appropriate for the actual airfield light fittings installed.
17	Apron Lighting Phasing	Apron Lighting	The apron lighting is not fed from a multiphase supply, and the lights are not split across phases as recommended in the MOS.	Room for Improvement	Consider installing a three phase supply to the apron lights.

No	Heading	Category	Result Notes	Finding	Recommendation
18	Bay 1 Apron Lighting Luminance Code C and above Aircraft for Air Transport Operations	Apron Lighting	This bay could not be tested due to a failure of one of the pole light heads leaving only one head illunminated. The ARO is aware of the issue and spare parts are being sourced to remedy the failure. Relevant images are recorded in section 6, item 18 of this report.	Room for Improvement	There are no recommendations for this inspection element.
21	Apron Lighting Outages	Apron Lighting	The apron lighting illuminance is fed via two heads located at the top of the pole on the inspection it was identifed one of the heads had failed and was isolated at the terminal box at the base of the pole. Relevant images are recorded in section 6, item 21 of this report.	Room for Improvement	Fix the apron lights on outage
22	Lighting Control Cabinets	Electrical Control of Systems	The control cubicles were in good condition, adequate protection was provided with shielding of live terminals, the controls and circuit components were clearly labelled, and it was completed to a tradesman's finish. However the runway ammeter installed on the escutcheon is broken exposing the internal workings, the ammeter is still in working conditioning but requires replacing as soon as possible. Access to the override controls was available to all staff that might be called upon to manually activate the aerodrome lighting in the event of PAALC failure. Relevant images are recorded in section 6, item 22 of this report.	Room for Improvement	Ensure that there is adequate protection provided against electric shock by installing protective insulated covers.

No	Heading	Category	Result Notes	Finding	Recommendation
31	Maintenance of Lighting Obstructions	Runway Lighting	The runway strip and threshold lighting was found to be obscured from sight due to heavy weed accumulating around the bases. Relevant images are recorded in section 6, item 31 of this report.	Room for Improvement	Ensure that grass areas around lights are maintained so that the lights are not in any way obscured.
47	IWDI Allowable Outages	Windsock Lighting	All IWDI lights were operational at the time of the inspection. However one of the heads on the primary had failed and been replaced with a different type and model head this requires rectification as the lights require to be of a uniform intensity and colour. Relevant images are recorded in section 6, item 47 of this report.	Room for Improvement	Fix the IWDI lights on outage.
48	IWDI Electrical Termination	Windsock Lighting	The terminations of the primary IWDI were inspected and were found to be in good condition, no corrosion noted. However some build up dirt from insect activity was identified in the bottom of the secondary terminal box Relevant images are recorded in section 6, item 48 of this report.	Room for Improvement	Ensure the IWDI electrical termination are to industry standard and not corroded.

5. Inspection Results

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
1	Administration General	Administration	The manual should contain enough detail and sufficient content to describe the lighting facilities installed at this aerodrome, have adequate procedures and it should identify individuals or positions responsible to adequately maintain and report on lighting outages.	As per the previous inspection dated 06/09/2023, the manual presented for this inspection was revision 3.0, dated 19/02/2019. It has been noted the current manual is in the review stage and waiting on approval. The general contents and format of the manual were acceptable, but it was noted that the information regarding the lighting was no longer valid due to the installation of new LED runway edge lighting. Section 11.3 on page 29 of the manual, details the runway lights as V7/1222 lights, which are incandescent 30-Watt lights, and these light fittings have been since been upgraded to LED fittings. Both primary and secondary windsock illumination have been upgraded to LED fittings, and this also is not mentioned in section 11.3, or within the lighting spares inventory. The correct number, type and style of airfield light fittings that are installed at this aerodrome require to be accurately recorded in the aerodrome manual. Relevant images are recorded in section 6, item 1 of this report.	Room for Improvement	Ensure that a current version of the manual is available for inspection at this aerodrome.	MOS 11.04

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
2	Installation	Administration	It is mandatory for new lighting systems like PAPI, and other airfield guidance facilities to be commissioned into service. The manual should therefore contain a statement ensuring that these lighting systems are not put into service unless it has been flight checked, checked by trained electrical staff, surveyed by an appropriate person and flight checked by a CASA endorsed pilot for flight checking new lighting systems.	The manual has the appropriate notation as required.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.17 Best Practice
3	Contact Person for Lighting	Administration	The manual must contain names and roles of the persons who are responsible for the inspection and maintenance of the lighting and the telephone numbers for contacting them during and after working hours.	The manual contains the names and roles of the persons who are responsible for the inspection and maintenance of the lighting.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.04(2)
4	ERSA Listing	Administration	The ERSA listing must be accurate and reflect actual lighting systems and standby power options installed.	The ERSA listing for this aerodrome was inspected and found to be accurate and reflect the actual lighting information required. Relevant images are recorded in section 6, item 4 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	Best Practice MOS 9.06

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
5	Commissioning Paperwork	Administration	New lighting systems installed at an aerodrome are to be certified with NATA laboratory test results for each type of light used, or an overseas accrediting authority which has a mutual recognition agreement with NATA. In addition to this requirement, the manual suite must contain ground check and flight check commissioning documentation.	As per the comments from last year's inspection dated 06/09/2023, the aerodrome manual did not contain any commissioning paperwork. The airfield lights at this aerodrome were installed in 2017, the version of the MOS in force at that time was Version 1.13. The commissioning documentation that was found on site was the original ground check and flight check reports for when the PAPI system installed, dated 18 May 2006. However, there were no NATA reports found for any of the light fittings installed in 2017. This needs to be remediated, NATA certified reports need to be obtained from Airport Alliance for all the runway, threshold and taxiway lights, as well as the windsock lighting.	Non-Compliant - Non-Safety Consideration	Ensure NATA certification and ground/flight check commissioning paperwork is contained within the aerodrome manual suite.	Best practice MOS 9.17(1) - MOS 9.17(8)
6	ACMA Licences	Administration	Section 46 of the Radiocommunications Act 1992 makes it an offence to operate a radio apparatus without a licence that is registered with Air Services Australia (ASA) and the Australian Communications and Media Authority (ACMA).	Performing a location search on the ACMA website revealed that ACMA has a location ID for the PAALC as 441299, which may mean that at one stage this frequency was licensed for this aerodrome. But as reported on the previous inspection, the AFRU/PAALC has not been licensed for some time now. This needs to be remediated as a matter of urgency as it is illegal to transmit a radio signal from a fixed radio apparatus on an unlicensed frequency and this may attract punitive measures from ACMA. Relevant images are recorded in section 6, item 6 of this.	Non-Compliant - Non-Safety Consideration	Ensure that any fixed radio apparatus situated at this aerodrome which is able to transmit a radio signal is licensed and that the installation matches the conditions of the apparatus license and install a cavity filter for the licensed apparatus.	Radiocommunications Act 1992 – Section 46
7	Inspections	Administration	The aerodrome manual must contain the procedures for carrying out aerodrome serviceability inspections.	The manual contains adequate procedures and checklists for carrying out serviceability inspections.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.03(1) MOS 11.04(1)(c) Best Practice

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
8	Inspection Results	Administration	The manual suite must contain results of inspections carried out by reporting officers and electricians.	Recent results of inspections carried out by reporting officers and electricians were found. Relevant images are recorded in section 6, item 8 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.03(1)(f)
9	Follow up Actions	Administration	The manual must contain the arrangements for taking follow-up action to correct deficiencies.	There were adequate follow-up procedures detailed in the manual to deal with correcting deficiencies.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.03(1)(d) MOS 11.04(2)(c)
10	Maintenance	Administration	The manual must contain arrangements for carrying out routine and emergency maintenance.	Routine and emergency maintenance procedures listed in the manual were considered adequate.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.04(1)
11	Light Switching Arrangements	Administration	The manual must contain arrangements for switching lights on and off, including back-up arrangements for pilot-activated lighting if installed.	The manual contained adequate arrangements for switching the airfield lights on and off, and it includes a manual override arrangement if the pilot activated lighting controls fail.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.04(1)
12	Obstacle Lighting	Administration	The manual must contain details of the arrangements for carrying out lighting inspections of obstacle lighting.	There was an acceptable procedure listed in the manual to carry out lighting inspections of the obstacle lighting installed for this aerodrome.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 11.04(1)(a) Best Practice
13	Obstacle Lighting Record of Outage Procedures	Administration	The manual must include procedures to be followed when an obstacle light failure occurs and details of any CASA notifications upon failure of specified obstacles.	The aerodrome manual included a procedure to be followed in the event that the obstacle lighting fails, and the procedure includes instructions to submit a NOTAM as required.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.36 MOS 12.04(1)(c)
14	Stand by Power	Administration	The manual must contain arrangements for stand-by power, if any.	This aerodrome is not equipped with a backup generator.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.03 MOS 9.06 MOS 11.04(1)(b) MOS 11.04(1)(g)
15	System Failure	Administration	The manual must contain particulars of any other method of dealing with partial or total system failure including the usage of emergency lighting.	There was an acceptable procedure detailed within the aerodrome manual to deal with partial or total system failure and includes the usage of emergency lighting.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.07(1) MOS 9.07(2) MOS 11.04(1)(b) MOS 11.04(1)(g)

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
16	Lighting Spares	Administration	The manual should contain a list of minimum number of spare parts required at this aerodrome to ensure operational requirements are met.	As per the previous inspection dated 06/09/2023 the manual contained a list of minimum critical spares that are to be held, however, the parts listed are not relevant to the fittings installed, it still lists spare parts for the older style incandescent fittings. There were spare parts found on site for the new lights, but these were not listed in the aerodrome manual. The spares list should be updated to reflect the actual light fittings installed at this aerodrome. Relevant images are recorded in section 6, item 16 of this report.	Room for Improvement	Ensure that the list of spare parts held is accurate and appropriate for the actual airfield light fittings installed.	MOS 9.137(1) MOS 9.140
17	Apron Lighting Phasing	Apron Lighting	For an aerodrome accommodating scheduled international air transport operations, the apron floodlighting must be distributed across the phases of a 3-phase power supply system. For other aerodromes, splitting lights across different phases is recommended as it will mitigate the risks associated with the stroboscopic effect of rotating propellers, which may appear stationary, whilst rotating at high speed.	The apron lighting is not fed from a multiphase supply, and the lights are not split across phases as recommended in the MOS.	Room for Improvement	Consider installing a three phase supply to the apron lights.	MOS 9.116(1) Best Practice
18	Bay 1 Apron Lighting Luminance Code C and above Aircraft for Air Transport Operations	Apron Lighting	An overall average horizontal illuminance of the aircraft parking position of 20 lux with a uniformity ratio (average to minimum) of not more than 4:1. An average vertical of each side of the aircraft of 20 lux, measured at a height of 2 metres above apron in the relevant parking direction along the aeroplane centreline until the point where the rearmost passenger or cargo door of the intended aircraft is reached.	This bay could not be tested due to a failure of one of the pole light heads leaving only one head illunminated. The ARO is aware of the issue and spare parts are being sourced to remedy the failure. Relevant images are recorded in section 6, item 18 of this report.	Room for Improvement	There are no recommendations for this inspection element.	MOS 9.116(3)

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
19	Glare Factor and Shadowing	Apron Lighting	Floodlighting should be aimed as to not cause glare to the pilots and in any event shall not cause the lighting intensity to be above 0 Candela when viewed from the runway (no direct light is to be evident on the runway). An aircraft parking position must receive, as far as is practicable, apron floodlighting from two or more directions to minimise shadows.	The apron light fittings are aimed to provide the optimum illuminance of the bays from multiple directions and does not appear to cause any excessive glare to pilots manoeuvring aircraft on the runway or taxiway.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.115(3) MOS 9.115(4) MOS 9.144 ICAO 9157.4.13
20	Apron Lighting Insulation Resistance	Apron Lighting	When the integrity of the insulation is stressed by applying a DC voltage of 500 Volts, the insulation resistance of the Apron Lighting circuit tested shall not be less than 1 MΩ.	The apron light feeder cables were tested for insulation resistance with a 500 Volt DC insulation tester, and this yielded a reading of 115MΩ for the supplying phase when referenced to earth. Relevant images are recorded in section 6, item 20 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	AS 3000 8.3.6 AS 3000 7.4.8.1
21	Apron Lighting Outages	Apron Lighting	When published as available for night use, apron lights must be operational or a NOTAM should be submitted to notify of the outage.	The apron lighting illuminance is fed via two heads located at the top of the pole on the inspection it was identifed one of the heads had failed and was isolated at the terminal box at the base of the pole. Relevant images are recorded in section 6, item 21 of this report.	Room for Improvement	Fix the apron lights on outage	MOS 9.138

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
22	Lighting Control Cabinets	Electrical Control of Systems	Control cabinets must provide adequate protection, should have protective shielding for live terminals, should be clearly labelled, and be completed to an industry standard. When the lighting is controlled via pilot activation, it is essential that the aerodrome operator ensures that there is sufficient access to all personnel that might be called upon to manually activate the aerodrome lighting in the event that the PAALC fails to respond to aerial VHF signals from incoming aircraft.	The control cubicles were in good condition, adequate protection was provided with shielding of live terminals, the controls and circuit components were clearly labelled, and it was completed to a tradesman's finish. However the runway lighting ammeter installed on the escutcheon is broken exposing the internal workings, the ammeter is still in working conditioning but requires replacing as soon as possible. Access to the override controls was available to all staff that might be called upon to manually activate the aerodrome lighting in the event of PAALC failure. Relevant images are recorded in section 6, item 22 of this report.	Room for Improvement	Ensure that there is adequate protection provided against electric shock by installing protective insulated covers.	Best Practice AS3000 1.6.4 AS3000 1.7.1 AS3000 2.2.4.2 ELR 49B(1)(b) Occupational Health and Safety and Electricity Licensing Amendment (Live Work) Regulations 2017
23	Circuit Hot Spots	Electrical Control of Systems	These can occur when connections become resistive and thus cause heat at the point where the circuit connections are made. It can also happen when a circuit is overloaded, components are incorrectly rated or there is excessive crowding of cables.	Using a heat sensitive camera, the controls and circuit connections were inspected for hot spots, and none were found.	Compliant with the standards	There are no recommendations for this inspection element.	Best Practice
24	Dangerous Lights	Lighting in the vicinity of the aerodrome	No lights in the vicinity of the aerodrome are to cause confusion or dangerous glare to pilots.	There were no lights observed in the vicinity of this aerodrome that could be considered to cause confusion or glare to pilots.	Compliant with the standards	There are no recommendations for this inspection element.	CAR 94

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
25	AFRU PAALC Power Supply	Radio Systems	The power supply of an AFRU shall automatically changeover to an internal or external battery stand-by power source when the permanent power source is interrupted. This battery needs to be able to sustain the operation of the AFRU for 24 hours, assuming the load is two voice responses per hour. The battery installed should therefore exhibit an internal impedance that is in keeping with the manufacturer's recommended internal impedance.	The backup battery of the AFRU was tested with a digital battery analyser, and the test revealed that the SAE rating of the battery was 129, which is acceptable for this size battery. The state of health for this battery was good at 100%, as was the state of charge at 100%. Relevant images are recorded in section 6, item 25 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 22.04(12) Best Practice
26	AFRU PAALC Flashing of IWDI	Radio Systems	The PAALC must cause the primary windsock lighting (at least) to flash at 40-50 cycles per minute for the last 10 minutes of the activation cycle. A subsequent PAALC activation must cause the IWDI lights flashing to stop, and reset the timer for another activation period.	The PAALC control was configured to flash the primary IWDI lighting, and it was measured to flash at 48 cycles a minute, which is acceptable.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.19(6) MOS 9.19(7)
27	Transmitter Recorded Voice Message	Radio Systems	Recorded voice transmission of an AFRU and PAALC must be clear and intelligible and the length of the carrier transmission should not exceed the recorded voice message	The recorded voice transmissions of the AFRU were clear and concise, and the length of the carrier transmission did not exceed the recorded voice message.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 22.04
28	RWL Spacing	Runway Lighting	The spacing of the runway lighting must be evenly spaced at no more than 60 metres if the aerodrome is used for non-precision instrument approaches.	The runway lights were correctly and evenly spaced at no more than 60 metres between adjacent lights.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.51(5)
29	RWL General Installation Observations	Runway Lighting	The condition of the runway lights needs to be evaluated with respect to reliability and the condition of the secondary cables installed in pavement if applicable	The runway lights were installed on plates on the shoulder of the runway, they were firmly anchored, and the secondary cables were sealed in the pavement with a suitable compound to secure them into place and prevent physical damage.	Compliant with the standards	There are no recommendations for this inspection element.	Best Practice
30	Maintenance of Lighting Seals	Runway Lighting	Rubber seals must be intact so that there is no water and dirt ingress.	The rubber seals of the edge light fittings were in good condition.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.136(4)

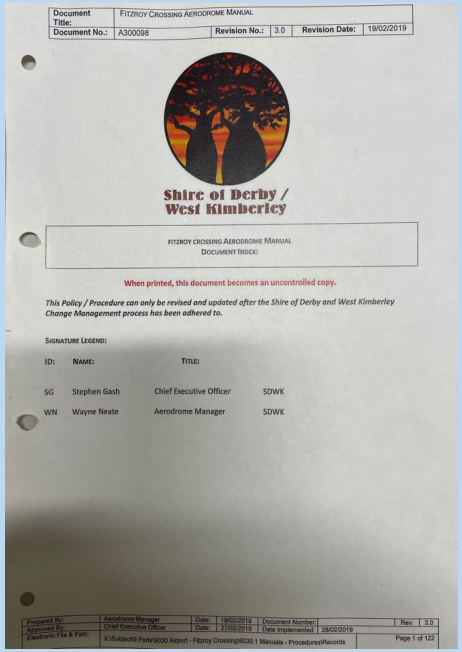
No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
31	Maintenance of Lighting Obstructions	Runway Lighting	Grass around lights must be maintained such that the lights are not obscured in any way. Lights must be kept free of dirt so as not to degrade their colour and conspicuousness. Damage or degraded lights should be replaced as soon as possible.	The runway strip and threshold lighting was found to be obscured from sight due to heavy weed accumulating around the bases. Relevant images are recorded in section 6, item 31 of this report.	Room for Improvement	Ensure that grass areas around lights are maintained so that the lights are not in any way obscured.	MOS 9.136(4) MOS 9.136(5)
32	RWL Elevated Lights Preferred	Runway Lighting	Elevated lights should be used in preference to inset unless impracticable.	The edge lighting system consisted predominantly of elevated lights, inset lights were only used where it was impracticable to have elevated lights.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.11(1)(e) MOS 9.55(3)
33	RWL Elevation	Runway Lighting	Runway light fittings need to be less than 360 mm above ground.	All elevated edge lights were less than 360mm above ground level.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.11(1)(d)
34	Inset Lighting Elevation_Normally in contact with Aircraft Wheels	Runway Lighting	Inset lights must not project more than 13mm above the surrounding surface where the lights will normally come in contact with aircraft wheels.	The inset lights were correctly installed, level with the surrounding runway surface and projected less than 13mm above the surrounding area.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.11(4)(d)
35	RWL General	Runway Lighting	Runway light fitting must be frangible, yellow and fittings must be a minimum weight and fit for purpose.	The edge lighting system consisted of yellow fittings, they were of an aviation specific design, they were frangible, fit for purpose and complied with MOS design standards for edge light fittings.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.12 ICAO 9157 Part 4 - 15 ICAO 9157 Part 6 - 4.8
36	RWL Low Intensity Lighting Current	Runway Lighting	For low intensity runway edge lighting systems, the circuit current should be set to provide an average light intensity of 100 candelas. Low intensity runway lights are designed to provide optimum intensity at 6.6 Amps. Lighting intensity must be controlled so that, in conditions of minimum visibility, a pilot is not subjected to a light output that may have an adverse effect on aviation safety (a hazardous light output) and the operating current and the corresponding intensity selection must be documented in the aerodrome manual.	The runway edge lighting circuit current was measured to be 4.52 Amps, which is in keeping with the flight-tested intensity and is satisfactory. Relevant images are recorded in section 6, item 36 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.12 MOS 9.75 Table 9.75(2) Figure 9.75(1)

No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
37	RWL to be Level	Runway Lighting	Runway lights must be level.	The runway edge lights were inspected at random and found to be installed level so as to provide maximum visibility for approaching aircraft. Relevant images are recorded in section 6, item 37 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.74
38	RWL Allowable Outages	Runway Lighting	No more than 15% of lights allowable outage but not two adjacent lights	All runway lights were found to be operational during this inspection, no outages were observed.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.137(5)(g)
39	TWY Lighting Outages	Runway Lighting	No holding points outages allowed.	All taxiway and holding point lights were found to be operational during this inspection, no outages were observed.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.137(5)(a)
40	Insulation Resistance Runway	Runway Lighting	When the integrity of the insulation is stressed by applying a DC voltage of 1000 Volts for 10 minutes or more, the insulation resistance of the Runway circuit tested shall not be less than 1 MΩ.	A 13-minute insulation resistance test using 1000V DC for this circuit revealed a compliant insulation resistance of 4.59GΩ. This value was in keeping with previous insulation resistance measurement results for this circuit. Relevant images are recorded in section 6, item 40 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	AS 3000 8.3.6 AS 3000 7.4.8.1
41	Standardisation of Lighting	Uniformity of Lighting Systems	MOS requires uniformity of lighting. No mixture of LED and other types of light fittings is permitted within any light system. Each light within a system must be of consistent uniform intensity, chromaticity, and colour.	There was clear uniformity of lighting between the various systems, each light within a system was consistently uniform in intensity, chromaticity and colour, there was no mixture of LED and incandescent lights within any system.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.10
42	IWDI Light Position	Windsock Lighting	An Illuminated Wind Direction Indicator (IWDI) must be illuminated by floodlighting from above.	The windsock of the IWDI installed at this aerodrome were provided with floodlighting from above.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.38(3)
43	IWDI Lighting Standard	Windsock Lighting	An IWDI must be illuminated by at least 4 lamp units which together provide at least 100 lux illumination on any point of the horizontal plane passing through the top of the IWDI sleeve at the supporting pole end.	The IWDI illumination was facilitated by 4 lamp units, which together provide adequate illumination of the windsock sleeve.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.38(4)
44	Secondary Windsock	Windsock Lighting	Where an instrument approach is available, there must be a secondary windsock installed near the end of the runway, unless provided by an approved method.	This aerodrome is equipped with secondary windsock near each end of the runway and were illuminated.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.38(2)

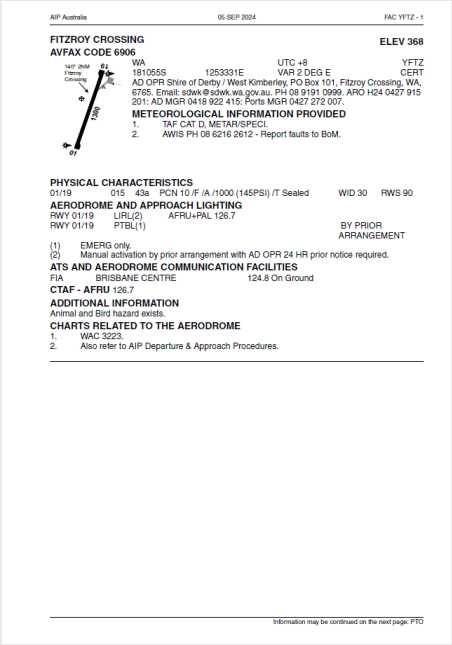
No	Heading	Category	Requirement	Result Notes	Finding	Recommendation	Reference
45	IWDI non Glare	Windsock Lighting	The floodlighting is to be aimed and shielded to ensure that it causes neither glare nor distraction to pilots.	The IWDI floodlights were considered to cause neither glare or distraction.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.143
46	IWDI PAALC Reset Requirement	Windsock Lighting	If the PAALC system is reset for another 'ON' period, the lights of the wind direction indicator are to return to steady lighting.	When the PAALC was reset for another 'ON' period, the flashing of the primary IWDI ceased and became steady in appearance.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.19(6) MOS 9.38(9)
47	IWDI Allowable Outages	Windsock Lighting	No more than 1 of the lights may be on outage.	All IWDI lights were operational at the time of the inspection. However one of the heads on the primary had failed and been replaced with a different type and model head this requires rectification as the lights require to be of a uniform intensity and colour. Relevant images are recorded in section 6, item 47 of this report.	Room for Improvement	Fix the IWDI lights on outage.	MOS 9.137(5)(b)
48	IWDI Electrical Termination	Windsock Lighting	Check electrical terminations are to industry standard and not corroded.	The terminations of the primary IWDI were inspected and were found to be in good condition, no corrosion noted. However some build up dirt from insect activity was identified in the bottom of the secondary terminal box Relevant images are recorded in section 6, item 48 of this report.	Room for Improvement	Ensure the IWDI electrical termination are to industry standard and entry hole sealed..	Best Practice
49	IWDI Control for Multiple IWDI	Windsock Lighting	If there is more than one IWDI, control of the lighting of each IWDI must be incorporated into the runway lighting control for the runway that the IWDI serves.	There were two IWDI installed at this aerodrome, and they were illuminated whenever the runway lights were activated.	Compliant with the standards	There are no recommendations for this inspection element.	MOS 9.38(7)
50	IWDI Insulation Resistance Primary	Windsock Lighting	When the integrity of the insulation is stressed by applying a DC voltage of 500 Volts, the insulation resistance of the IWDI circuit tested shall not be less than 1 MΩ.	An insulation resistance test using 500V DC for this circuit revealed a compliant insulation resistance of 181MΩ. This value was in keeping with previous insulation resistance measurement results for this circuit. Relevant images are recorded in section 6, item 50 of this report.	Compliant with the standards	There are no recommendations for this inspection element.	AS 3000 8.3.6 AS 3000 7.4.8.1

AMS
Aerodrome Management Services Pty Ltd

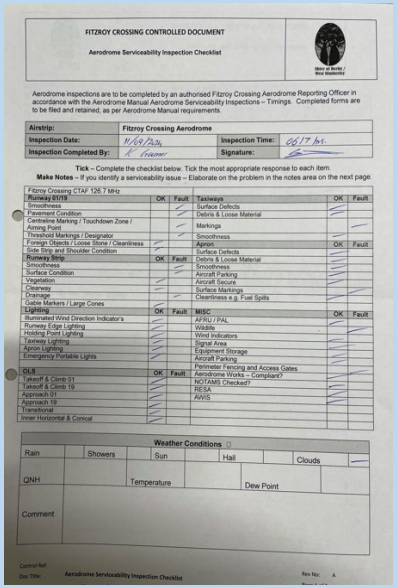
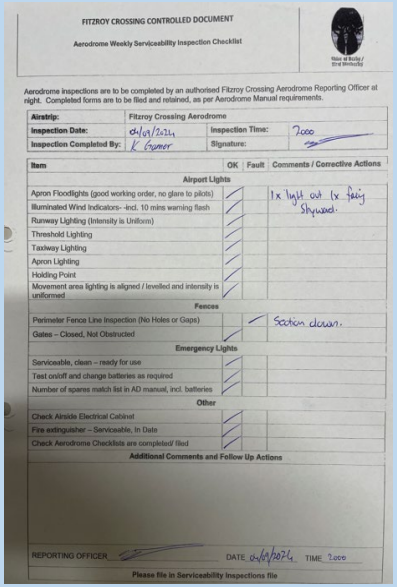
6. Supporting Images

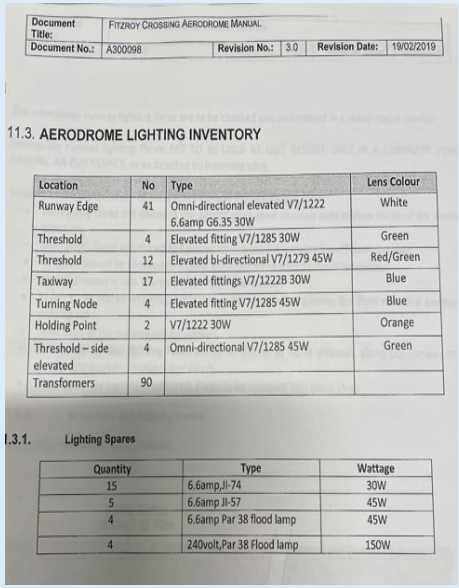
No	Heading	Category	Supporting Images
1	Administration General	Administration	

Aerodrome Manual Version 3.0 2019

No	Heading	Category	Supporting Images
4	ERSA Listing	Administration	

En Route Supplement Australia (ERSA)

No	Heading	Category	Supporting Images
8	Inspection Results	Administration	 *Serviceability Inspection.*  *Lighting Inspection.*

No	Heading	Category	Supporting Images
16	Lighting Spares	Administration	

Document Title:	Fitzroy Crossing Aerodrome Manual				
Document No.:	A300098	Revision No.:	3.0	Revision Date:	19/02/2019

11.3. AERODROME LIGHTING INVENTORY

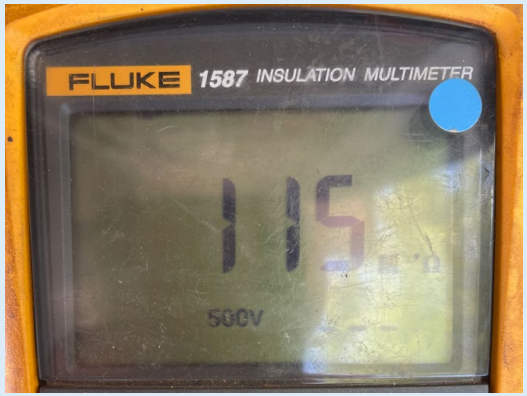
Location	No	Type	Lens Colour
Runway Edge	41	Omni-directional elevated V7/1222 6.6amp G6.35 30W	White
Threshold	4	Elevated fitting V7/1285 30W	Green
Threshold	12	Elevated bi-directional V7/1279 45W	Red/Green
Taxiway	17	Elevated fittings V7/1222B 30W	Blue
Turning Node	4	Elevated fitting V7/1285 45W	Blue
Holding Point	2	V7/1222 30W	Orange
Threshold – side elevated	4	Omni-directional V7/1285 45W	Green
Transformers	90		

1.3.1. Lighting Spares

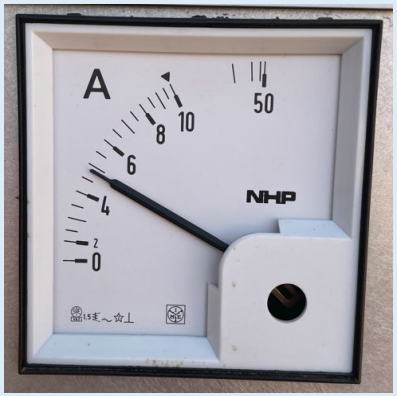
Quantity	Type	Wattage
15	6.6amp,JI-74	30W
5	6.6amp JI-57	45W
4	6.6amp Par 38 flood lamp	45W
4	240volt,Par 38 Flood lamp	150W

Critical Spares List taken from the manual.

No	Heading	Category	Supporting Images
18	Bay 1 Apron Lighting Luminance Code C and above Aircraft for Air Transport Operations	Apron Lighting	 *Apron Light isolated awaiting parts. Lux test not carried out, as this is the only apron pole for the designated bay.*

No	Heading	Category	Supporting Images
20	Apron Lighting Insulation Resistance	Apron Lighting	 *Measurement above the minimum requirement of 1.0MΩ*

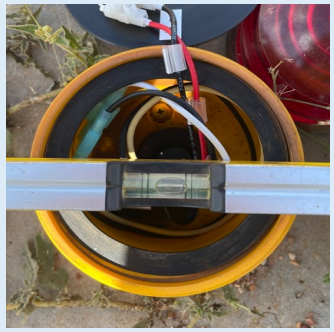
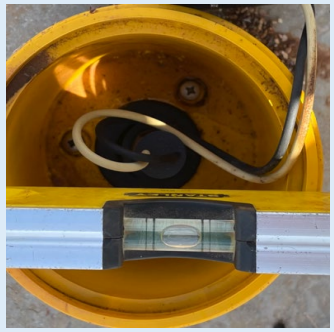
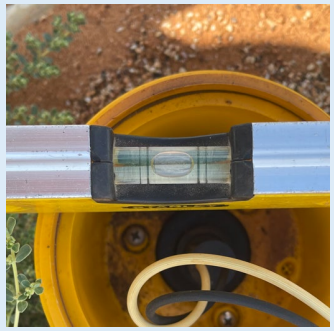
No	Heading	Category	Supporting Images
21	Apron Lighting Outages	Apron Lighting	 *As per section 18 of this inspection report*

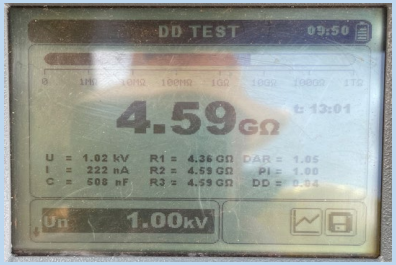
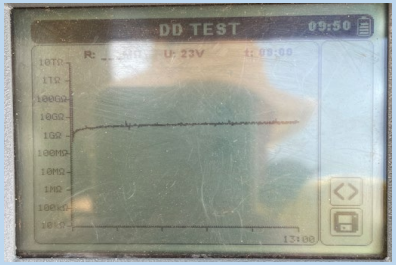
No	Heading	Category	Supporting Images
22	Lighting Control Cabinets	Electrical Control of Systems	  *Cover frame no longer clips into place thus exposing the internals.*

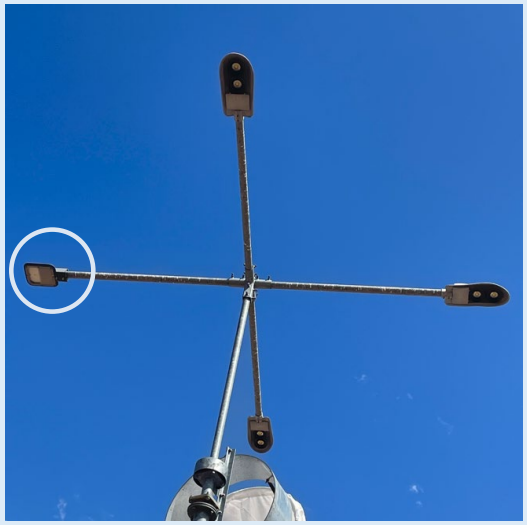
No	Heading	Category	Supporting Images
25	AFRU PAALC Power Supply	Radio Systems	 *Battery Pass 13.25V*  *State of Health 100%*  *State of Charge 100%*

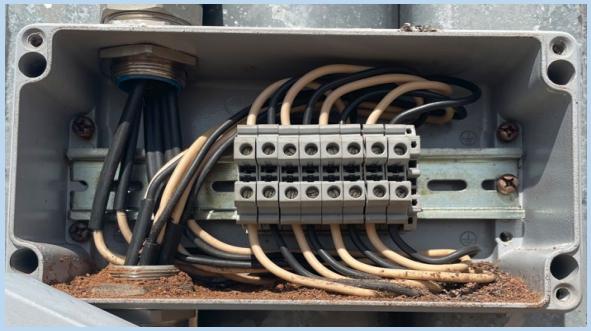
No	Heading	Category	Supporting Images
31	Maintenance of Lighting Obstructions	Runway Lighting	   *Heavy vegetation obscuring the lights*

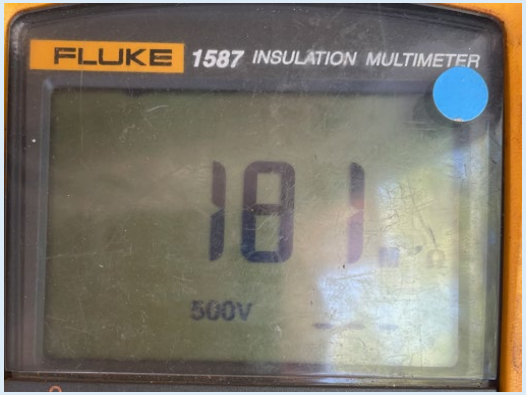
No	Heading	Category	Supporting Images
36	RWL Low Intensity Lighting Current	Runway Lighting	 *4.52 Amps, which is in keeping with the flight-tested intensity*

No	Heading	Category	Supporting Images
37	RWL to be Level	Runway Lighting	    *Lights checked randomly and found to be level*

No	Heading	Category	Supporting Images
40	Insulation Resistance Runway	Runway Lighting	  *Measurement above the minimum requirement of 1.0MΩ*

No	Heading	Category	Supporting Images
47	IWDI Allowable Outages	Windsock Lighting	 *Lamp Head has been replaced, but requires same model/type for conformity*

No	Heading	Category	Supporting Images
48	IWDI Electrical Termination	Windsock Lighting	 *Terminations and wiring in good condition, some insect debris/activity identified at the bottom of the enclosure*

No	Heading	Category	Supporting Images
50	IWDI Insulation Resistance Primary	Windsock Lighting	 *Measurement above the minimum requirement of 1.0MΩ*

8.11 OUTSTANDING DEBT - NOVEMBER 2024

File Number: **5174 & 5112**

Author: **Aaron Gloor, Senior Finance Officer**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

The Audit and Risk Committee receive the outstanding rates and outstanding sundry debtors reports to provide strategic direction as required.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

The Audit and Risk Committee will ensure compliance with the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management to meet statutory requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995

Subdivision 4 — Payment of rates and service charges
6.43. Rates and service charges are a charge on land
6.44. Liability for rates or service charges
6.50. Rates or service charges due and payable
6.53. Land becoming or ceasing to be rateable land

Subdivision 5 — Recovery of unpaid rates and service charges
6.55. Recovery of rates and service charges
6.56. Rates or service charges recoverable in court
6.16 Imposition of fees and charges

POLICY IMPLICATIONS

F4 – SUNDRY DEBTORS COLLECTION POLICY
F5 – OUTSTANDING RATES COLLECTION POLICY
F6 – FINANCIAL HARDSHIP POLICY

FINANCIAL IMPLICATIONS

Outstanding Rates and Service Charges totalling $3,980,839.19 in cash flow impacts next installment.

Outstanding Sundry debtors totalling $1,197,361.98 in cash flow impacts.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL

1. Leadership and Governance	4.3 Sustainability	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Non-recovery of debts will impact the type and level of services provided to the town.	Almost Certain	Severe	Extreme	Be proactive with collection process and recovering outstanding debt

CONSULTATION

Internal

CS Legal

COMMENT

Attached to this report is an aged breakdown of outstanding rates and service charges by rating category as well a depiction of rates debt by month. The report also contains a breakdown of outstanding sundry debtor charges by age as well as the movement of this debt over a rolling five-month period.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Outstanding Debt Report

COMMITTEE RESOLUTION AC35/24

Moved: Cr Geoff Davis
Seconded: Mr Peter McCumstie

That the Audit and Risk Committee recommends that Council receive the information contained in the report detailing outstanding rates and sundry debtors as at 30 November 2024.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

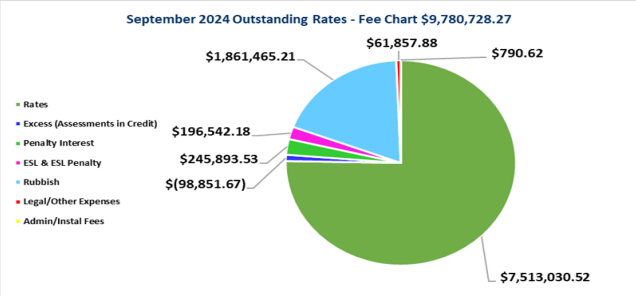
Against: Nil

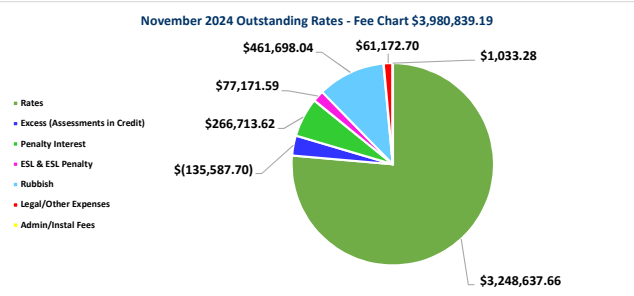
CARRIED 5/0

Shire of Derby / West Kimberley

Report to Audit Committee - Rates Debt Overview
November 2024

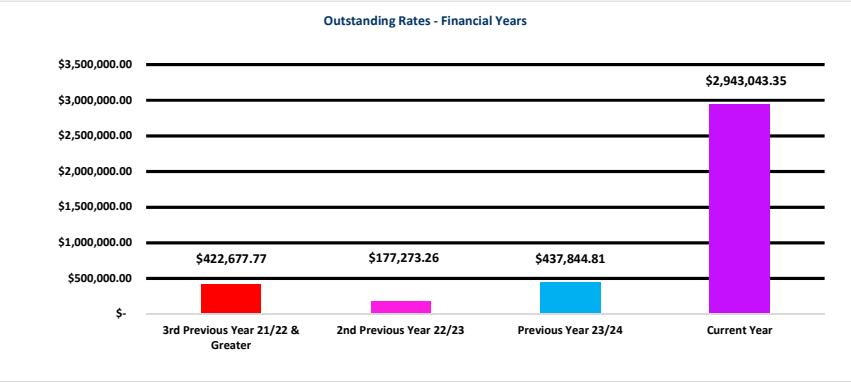
Total Rates Outstanding as at EOM November 2024 $ 3,980,839.19





Rates and Service Charges Levied 2024/2025

	Levied at 2nd September 2024
Rates	$ 9,587,119.09
Waste	$ 2,509,282.00
ESL	$ 266,068.54
Total Levied 24/25	$ 12,362,469.63
Arrears	$ 956,139.91
Total Outstanding	$ 13,318,609.54



Shire of Derby / West Kimberley

Rates Debt Summary Report

Total Rates & Service Charges in arrears at rates levy date 24/25 $956,139.91
Total Rates & Service Charges Levied for FY 2024/25 $12,362,469.63
Total Collected YTD From Outstanding Rates & Service charges $9,337,770.35
Total Rates & Service Charges Outstanding as at 30 November 2024 **$3,980,839.19**

Total payments expected from instalment payers for 24/25
$1,190,764.74 - Second Instalment due 13 December 2024

Total Balance of Debt Currently Referred to CS Legal (84 Debtors)
$984,646.00

Total Balance of owed by ratepayers on a payment arrangement OR making regular payments towards debt

$421,471.69

	Total Debt					
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Debt Movement (August-November)
GRV (Residential, Commercial & Industrial)	$ 910,718.19	$ 910,718.19	$ 6,902,433.24	$ 3,415,226.15	$ 2,835,638.07	$ 1,924,919.88
Mining UV (Mining Tenements)	$ 52.71	$ 52.71	$ 290,299.04	$ 140,862.19	$ 92,411.37	$ 92,358.66
Rural UV (Pastoral properties)	$ 63,429.49	$ 63,429.49	$ 2,305,525.29	$ 1,686,107.13	$ 996,329.07	$ 932,899.58
Non-Rateable	$ 2,710.37	$ 2,710.37	$ 3,328.47	$ 2,923.90	$ 2,975.46	$ 265.09
Non-Rateable UV Exempt	$ (717.47)	$ (717.47)	$ 26,112.53	$ (567.99)	$ (1,970.76)	$ (1,253.29)
Non-Rateable GRV Exempt (Waste & ESL Charges)	$ 40,056.22	$ 40,056.22	$ 253,029.70	$ 59,201.42	$ 55,455.98	$ 15,399.76
Total	$ 1,208,421.53	$ 1,016,249.51	$ 9,780,728.27	$ 5,303,752.80	$ 3,980,839.19	$ 2,964,589.68

	Debt Older Than Three Years	22/23	23/24	24/25	Credit Balances	Total Outstanding
COMMERCIAL - GRV	$ -	$7,516.52	$65,050.32	$562,098.95	-$41,804.52	$ 592,861.27
INDUSTRIAL - GRV	$ -	$7,783.09	$18,667.83	$192,792.66	-$15,576.13	$ 203,667.45
MINING - UV	$ -	$25.75	$682.55	$114,249.05	-$22,545.98	$ 92,411.37
NON-RATEABLE	$ 2,487.23	$3,300.34	$1,098.13	$348.67	-$4,258.91	$ 2,975.46
NON-RATEABLE/EXEMPT - GRV	$ 21,961.18	$11,514.92	$10,856.41	$17,552.61	-$6,429.14	$ 55,455.98
NON-RATEABLE/EXEMPT - UV	$ -	$0.00	$429.46	$1,559.53	-$3,959.75	$ (1,970.76)
OTHER LOCATIONS - GRV	$ -	$0.00	$83.02	$7,068.90	$0.00	$ 7,151.92
RESIDENTIAL - GRV	$ 388,458.86	$133,345.21	$267,835.79	$1,245,653.77	-$30,454.65	$ 2,004,838.98
RURAL - UV	$ 19,133.55	$14,216.78	$69,113.44	$904,325.32	-$10,460.02	$ 996,329.07
URBAN FARMLAND - GRV	$ 3,258.58	$4,143.45	$7,134.07	$12,680.95	-$98.60	$ 27,118.45
Total	**$ 435,299.40**	**$ 181,846.06**	**$ 440,951.02**	**$ 3,058,330.41**	**$ (135,587.70)**	**$ 3,980,839.19**

Comments

Current rates repayment in line with last year. Warning period for non-payment has now closed, first debt referral to CS Legal to be completed shortly.

The team is working hard to establish more formal payment arrangements with ratepayers who make regular contributions without contacting the Shire. This will ensure we are maximising our revenue in this space through the payment arrangement fee.

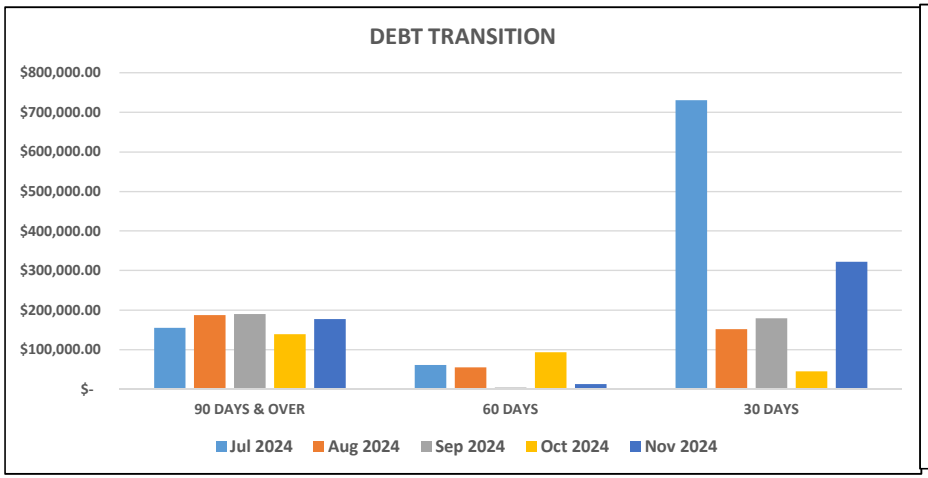
Comparison of Current FY to Previous FY

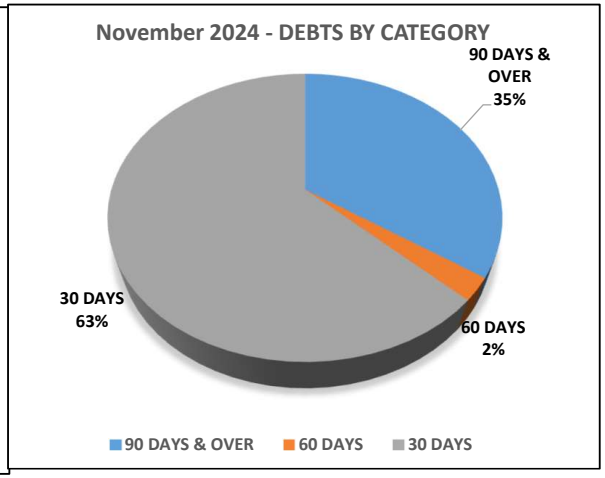
	2023/24	2024/25
Total rates and charges outstanding and levied at commencement of rating year	$12,798,731.85	$13,318,609.54
Unpaid rates and charges 30 November	$3,441,229.84	$3,980,839.19
Percentage Outstanding	26.89%	29.89%

Shire of Derby / West Kimberley

TOTAL DEBTORS OUTSTANDING COMPARISON GRAPHS (A) - 2024/2025

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Changes (Oct - Nov)
90 DAYS & OVER	$ 155,300.52	$ 186,899.78	$ 190,097.12	$ 138,793.02	$ 177,096.40	$ 38,303.38
60 DAYS	$ 61,268.71	$ 54,967.30	$ 4,033.76	$ 93,041.28	$ 12,950.07	-$ 80,091.21
30 DAYS	$ 730,921.37	$ 151,532.12	$ 179,587.61	$ 45,321.84	$ 322,086.64	$ 276,764.80
OUTSTANDING DEBT	$ 947,490.60	$ 393,399.20	$ 373,718.49	$ 277,156.14	$ 512,133.11	$ 234,976.97

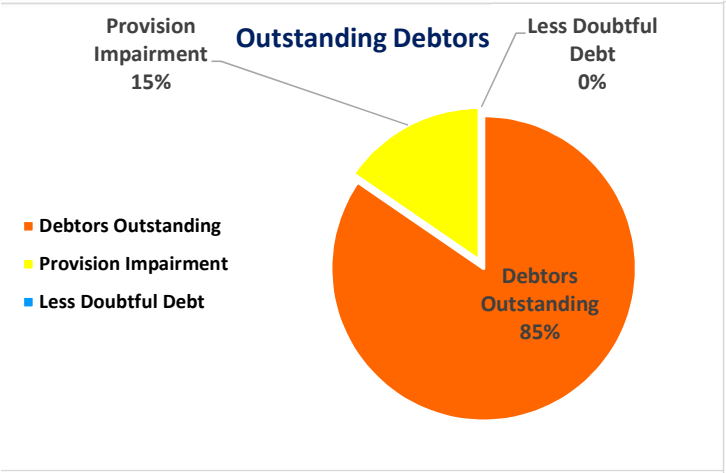


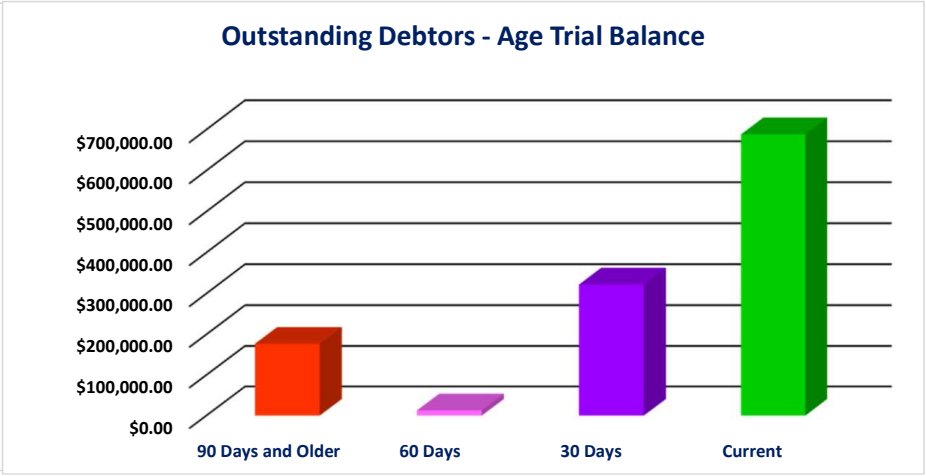


90+ Days Debt Comparison by Year					
Nov-19	Nov-20	Nov-21	Nov-22	Nov-23	Nov-24
$358,336.56	$387,659.60	$464,143.94	$264,693.55	$458,404.82	$177,096.40

Shire of Derby / West Kimberley

Report to Council Accounts Receivable
November 2024
30/11/2024 $ 1,197,361.98





Close to half the current debt relates to multiple invoices owed by the Department of Fire and Emergency Services

90+ Days Debtors over $1000 - 30/11/2024			
DEBTOR	**TOTAL**	**COMMENTS**	**DEBTOR CODE**
ATI Environmental	$ 1,296.75	May waste charges - Monthly statements have been issued without response, will be sending follow-up directly requesting payment.	ATIE
Cleanaway	$ 3,574.86	Interest charges relating to late payment of invoices. These invoices have now been paid and full however we are still working with Cleanaway to have the interest charges cleared as well.	TOX
Department of Communities	$ 11,723.83	Charge for accommodation at the FXSWC, following up with recoveries team for additional contact information or to establish if this organisation has disputed this charge directly with the recoveries team.	DHWK
Department of Fire and Emergency	$ 27,122.50	Charges for accommodation and reimbursement for verge collection waste removal post flooding event. Manager of recoveries has been working with the Department of having these charges cleared however payment has not yet been made.	DRFA
Mint Design and Build	$ 3,189.55	Charge for accommodation at the FXSWC, following up with recoveries team for additional contact information or to establish if this organisation has disputed this charge directly with the recoveries team.	MDBL
Mowanjum Aboriginal Corporation	$ 53,200.44	Historic debt relating to waste removal charges that were disputed by Mowanjum. Prospect of recovery is low, this debt will be considered for write-off.	MJU
Muhammed Siddique	$ 1,978.24	Relocation cost reimbursement invoice for previous employee that did not complete 12 months of employment. Muhammed had entered into a payment arrangement for $500 per month however this is not being adhered too. Several emails have been sent without response	MS
National Emergency Management Agency	$ 1,535.80	Charge for accommodation at the FXSWC, following up with recoveries team for additional contact information or to establish if this organisation has disputed this charge directly with the recoveries team.	39
Water Corporation Broome	$ 4,099.00	Ongoing matter with Water Corp Broome. Previously our debtors invoices were sent direct to the Broome office and loaded into their system. They are now requiring that all invoices are loaded directly into their payment system for payment. We have attempted to do this with these invoices however are not able to as the system requires a Water Corp purchase order which was not actually issued by the Water Corp for this work. SFO has requested this be remedied by the Water Corp and we are currently waiting for a response.	WCR
Cleanaway - Karratha	$ 2,006.74	Waste charges issue directly to the Karratha branch of Cleanaway - have reached out to Cleanaway to establish if this is the correct debtor and are currently awaiting a response. Cleanaway have confirmed that the Karratha branch was entered in the waste management system and potentially billed incorrectly. we will look to either write this balance off or re-issue the invoice to the main Cleanaway operations branch.	CLK

Act Eco Homer	$ 20,656.58	Waste charges - Debtor has emailed requesting to remove invoices and stated they should be charged to another company that was sub-contracting for demolition work. We have emailed manager of infrastructure to follow this matter up.	AEH
BP Australia	$ 17,997.66	Quarterly Lease charges outstanding - cost was divided by 3 and October 2024 was only charge due to new tenement taking over in November. Currently looking into redistributing a portion of the credit balance that exists on another BP account to this debt.	BPO
Tristans Lawnmowing	$ 1,151.60	Waste Charges, we have sent a follow-up request to the debtor to clear this balance.	TLW

9 NEW BUSINESS OF AN URGENT NATURE

- Nil.

10 NEW AND EMERGING ITEMS FOR DISCUSSION

- Nil.

11 DATE OF NEXT MEETING

The next meeting of Audit and Risk Committee will be held Thursday, 20 February 2025 in the Council Chambers, Clarendon Street, Derby.

12 CLOSURE OF MEETING

The Presiding Member closed the meeting at 4:44pm**.**

These minutes were confirmed at a meeting on

……..

Signed: …….

Presiding Person at the meeting at which these minutes were confirmed.

Date: ……..