

TERMS OF USE

Emerald Airport Queensland

For Emerald Airport



This document will be referred to herein as “terms of use”.

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BACKGROUND TO THE INTRODUCTION OF THESE AGREED TERMS OF USE

Emerald Airport is located in the Central Highlands region of Queensland and is located 6 km south of the Emerald town center. The airport is owned and operated by the Central Highlands Regional Council. Emerald airport is a security operated domestic airport catering for RPT, Charter, Freight and General Aviation activities.

Emerald airport is currently serviced by QantasLink utilizing Dash 8 Q400 aircraft, Virgin Australia operating ATR72 aircraft and Alliance Airlines operating Fokker 100 aircraft. The airport operates 7 days per week, 52 weeks per year. The airport accommodates both fixed wing and rotary aircraft, and also provides for fuelling services and an aircraft maintenance facility.

The airport resides at an elevation of 624 ft. (190 m) above sea level.
Emerald airport has two runways:

RWY 06/24 with an asphalt surface measuring 1,900 m × 30 m (6,234 ft. × 98 ft.)

RWY 15/33 with a gravel surface measuring 926 m × 18 m (3,038 ft. × 59 ft.).

RWY 06/24 has Precision Approach Airfield Lighting Controls, Low Intensity Runway Lighting System and PAPI - Precision Approach Path Indicator.

Emerald Airport can operate twenty-four (24) hours daily with no curfew applying.

Emerald Airport undertook an extensive passenger terminal refurbishment and extension at the cost of approximately \$7.7 million with completion in 2010.

Recent projects include carpark upgrades and extensions, an airfield lighting upgrade project, airport road intersection upgrade and a runway enrichment program.

These agreed terms of use shall have operation and effect from February 14, 2016. As from that date, Emerald Airport's supply of Aeronautical Services and Government Mandated Services to Aircraft Operators will be on these agreed terms of use in return for which Aircraft Operators will pay to Emerald Airport the Charges and comply with all other obligations imposed upon the Aircraft Operator by these agreed terms of use.

Important note regarding acceptance of these terms of use:

If you continue to use our Airport, or our Facilities and Services within fourteen (14) days after being notified of the existence and content of this document, then such continued use shall constitute acceptance of these terms of use for the Airport as amended from time to time.

1. AGREED TERMS OF USE

1.1 GENERAL MATTERS AND INTERPRETATION

- 1.1.1 You are contracting with Emerald Airport which is owned and operated by Central Highlands Regional Council, Queensland Australia.
- 1.1.2 We agree to supply the Facilities and Services to you in accordance with:
- 1.1.2.1 These agreed terms of use; and
 - 1.1.2.2 All legislation.
- 1.1.3 We may agree to supply other non-specified services in our absolute discretion.
- 1.1.4 In consideration of the supply by us of the Facilities and Services you agree to pay the Charges specified and otherwise comply with your obligations under these terms of use as varied from time to time.
- 1.1.5 In these agreed terms of use, unless the contrary intention appears:
- 1.1.5.1 The singular includes the plural and vice versa and words importing a gender includes other genders; other grammatical forms of defined words or expressions have corresponding meanings; and
 - 1.1.5.2 A reference to a clause, paragraph, schedule or annexure is a reference to a clause or paragraph of or a schedule or annexure to this document and a reference to this document includes any schedules and annexure as novated, altered or replaced from time to time.
- 1.1.6 A reference to A\$, \$A, dollar, or \$ is a reference to Australian currency.
- 1.1.7 A reference to a specific time for the performance of an obligation is a reference to that time in the State or Territory or other place where that obligation is to be performed.
- 1.1.8 A reference to a party includes its executors, administrators, successors and permitted assigns and persons to whom these terms of use are novated.
- 1.1.9 Words and expressions importing natural persons include partnerships, bodies corporate, associations, governments and governmental and local authorities and agencies.
- 1.1.10 A reference to a statute or statutory provision includes:
- 1.1.10.1 A statutory provision which supplements, amends, extends, consolidates or replaces it; and
 - 1.1.10.2 Any applicable orders, regulations, instruments or other delegated legislation.
- 1.1.11 The word "including" implies that the immediately following list is not exhaustive and without limitation.

1.2 DEFINITIONS AND ABBREVIATIONS

ABN means Australian Business Number in accordance with the definition located at s41 of the *A New Tax System (Australian Business Number) Act 1999*.

Aerobridge means the aerobridge or aerobridges located at the Airport terminals and used by you for any form of aircraft operation.

Aerodrome Manual means a manual required under the Civil Aviation Safety Regulations (CASR) as amended from time to time in respect of a licensed airport setting out in the approved form, particulars of and operating procedures for the airport. Those manuals are located in Emerald airports Operations Office, and available to be viewed by users of the Airport on request.

Aeronautical Charge or Charges means amounts payable pursuant to these terms of use or otherwise notified to you in writing and includes all of those charges listed on the CHRC website which are payable by you in consideration for your use of the Facilities and Services.

Aircraft includes fixed wing aircraft, helicopters, balloons-powered and unpowered and their parts and accessories, equipment and stores.

Aircraft Operator means the person whose name appears on the Aircraft register as the operator of the Aircraft, the holder of the Certificate of Registration with respect to the Aircraft or any person who with the authority of the holder of the Certificate of Registration for the Aircraft and the written authority of Emerald airport CHRC operates that Aircraft when it arrives or departs the Airport.

Aircraft Owner means that person named on the Certificate of Registration for the relevant Aircraft.

Air Operator's Certificate means the certificate of that name issued under Division 2 of Part III of the *Civil Aviation Act 1988*.

Aircraft Register means the register of Australian civil aircraft established pursuant to Regulation 47.025 of the *Civil Aviation Safety Regulations 1998*(CASR).

Air Traffic Control means any service provided by air traffic control which includes a traffic advisory service, traffic avoidance service, and traffic information.

Aircraft Parking Charges (APC) means Aircraft parking charges levied by the Airport which do not comprise General Landing Charges.

Airport means the physical site known as Emerald Airport, and includes all hangars, buildings, roads and other areas and facilities within the boundaries of the Airport and beyond as varied from time to time.

Airport Emergency Plan (AEP) means a plan developed by the Airport operator to co-ordinate all agencies and their individual Airport emergency procedures and State or area supporting plans for dealing with an Airport emergency.

Airport Environmental Strategy means those strategies implemented by us from time to time in relation to the protection and preservation of the environment.

Airport Exercises are mandatory exercises required to be done by the Airport operator from time to time to amongst other things test the ability of us, you, and any other parties to react to any emergency situation on the Airport.

Airport Facilities means the buildings and services (including water, electrical, sewerage, gas ramp areas, plant, fixed equipment and other fixed items) located at the Airport and leased, owned, operated and controlled by Emerald Airport.

Airport General Access Charge means a fee charged for access to the airport and conduct of business thereon.

Airport Services Charges (ASC) means the charges for the use of the Airport's runways, taxiways and apron areas.

Airport Security Committee means the committee convened for the purposes of administering Airport security.

Airside means the movement area of an aerodrome, adjacent terrain and buildings or portions thereof access to which is controlled as described in Annex 17 to the *Convention on International Civil Aviation*. The Airside Area boundary is described in the Emerald airport's Transport Security Program.

Airside Drivers Permit (ADP) is the permit issued by Emerald Airport to allow driving Airside.

Airside Escort (AE) is the task of escorting personnel and equipment Airside.

Airside Vehicle Permit (AVP) is the permit issued by Emerald airport to operate a piece of mobile equipment Airside.

Airside Environmental Charges (AECS) means charges levied by Emerald airport for cleaning up fuel and hydraulic spills or other Airside equipment and infrastructure damage on the apron, taxiway and runways of the Airport.

Airside Escort Charges (AEC) means charges levied by Emerald airport for escorting vehicles and personnel Airside.

ASIC means Airport Security Identification Card.

Authorized Officer means an individual with the appropriate authorization from a party to bind that party to agreed obligations.

Aviation Charges shall have the same meaning as the term "Aeronautical Charges".

Aviation Infrastructure and Facilities Investments means those projects at our Airport that we invest in to expand or improve aviation services including, but not limited to runways, taxiways and the apron; terminal and other buildings; or new developments (for example, new large aircraft works and major new ground transport infrastructure).

Aviation Services and Aeronautical Services means those Aircraft movement facilities and activities and passenger processing facilities and activities set out in Schedule 3 but excluding services provided by us to commercial ground transport operators, fuel companies and fuel suppliers; and includes those services set out in Condition 2 of these terms of use.

Baggage Handling System (BHS) means the physical baggage handling system which transports baggage from counters along conveyor belts to the laterals (as more particularly described in Schedule 4) but does not include the transport of baggage from the laterals to Aircraft.

CASA means the Civil Aviation Safety Authority.

Certificate of Registration means for an Aircraft the certificate of registration issued by the CASA under Regulation 47.090 of the CASR; or for Foreign Aircraft this means the registration of the Aircraft on a national register of Aircraft other than the Australian Civil Aircraft Register.

Charges means amounts payable by you pursuant to these terms of use.

Charter Operations means any charter operations for transporting people and/or goods which are not available to the general public without prior arrangement.

CHRC means Central Highlands Regional Council

Claim means and includes any action, proceedings, demand, costs, charges and expenses of any kind or nature.

Commercial Operations shall include all aircraft above 5,700 kg MTOW, all twin engine aircraft and all aircraft of which the registered owner is a corporation or business entity of any description.

Common Traffic Advisory Frequency (CTAF) means an air traffic frequency at which a mandatory Aircraft radio call is made to pilots of other adjacent Aircraft in uncontrolled airspace advising of the pilot's intentions.

Common User Conditions means the conditions in Schedule 4.

Common User Facilities includes the BHS, the Counters, the Departure/Arrival Equipment, the FIDS, our equipment, and the PA system, and any other common user facilities listed in clause 2.10 which common user facilities form part of the Facilities and Services provided by us.

Confidential Information means all information relating to or developed in connection with or in support of either party's business disclosed or otherwise provided by one party to the other or otherwise obtained by either party which:

- (a) is not trivial in character; or
- (b) is not generally available to the public; or
- (c) If generally available to the public, so became available to the public as a result of an unauthorized disclosure or otherwise by reason of a breach of confidence on the part of the other party.

Consequential Loss means:

- (a) any indirect damages, costs or expenses;
- (b) any damages arising directly or indirectly from any loss of use;
- (c) any damages arising directly or indirectly from any loss of revenue, loss of profit, loss of opportunity to make a profit, loss of business, loss of business opportunity, loss of goodwill or loss of capital;
- (d) any damages arising directly or indirectly from any data corruption, loss of data, decommission or reloading of computer hardware or software or any down-time costs;
- (e) any other form of pure economic loss damages or consequential damages that are not referred to in paragraphs (a) to (d); or
- (f) Any special, exemplary, punitive or incidental damages.

Counter means those counters in the Airport terminal used for but not limited to the check in, service and sale counters for use by your customers.

Counter Equipment means the equipment at each Counter which is not owned by us.

Departure/Arrival Equipment means the terminal and departure gate counters where applicable.

Disembarking Passengers means all passengers on board an arriving Aircraft. This includes Transit Passengers, transfer passengers, Infants, Domestic-On-Carriage and Positioning Crew, but excludes Operating Crew.

Domestic Operations means any Aircraft or passenger operations including travelling from an origin and travelling to a destination within Australia.

Domestic-On-Carriage means a passenger on an international Flight who travels from one Australian port to another.

Embarking Passengers means all passengers on board a departing Aircraft. This includes Transit Passenger, transfer passengers, Infants, Domestic-On-Carriage and Positioning Crew, but excludes Operating Crew.

ERSA means En Route Supplement Australia.

Facilities and Services means all or any part of our Aircraft landing, take-off, movement and parking facilities (including but not limited to the runways and taxi-ways), the passenger processing facilities and services, and includes the Aviation Services, Government Mandated Services, the Common User Facilities, the General Airport Services and any other part of our Airport generally.

FIDS mean Flight Information Display Systems.

Flight has the same meaning as is given to that term in s3 of the *Civil Aviation Act 1988*.

Foreign Aircraft means an Aircraft Registered on a national register of aircraft other than the Australian Civil Aircraft Register.

General Airport Services means those services and facilities that we provide to users of the Airport other than Aviation Services, Government Mandated Services and Common User Facilities, but include those services which are generally

provided to airlines and Aircraft Operators at airports such as airline offices, passenger lounges, Landside storage areas within terminal areas, staff car parking and leased sites and buildings for office, freight, aircraft maintenance, catering and similar services.

General Aviation Operations means any Aircraft operations, other than RPT operations.

General Landing Charges (GLC) means charges for General Aviation Operations calculated by a dollar amount multiplied by Maximum Take-Off Weight (MTOW).

Glider means a non-power driven Aircraft or any Aircraft normally described as a powered glider.

Government Mandated Charges means those charges levied by us and payable by you in accordance with these terms of use, in accordance with Commonwealth government, Ministerial or OTS direction, and legislation.

Government Mandated Costs means those costs incurred by us for providing to you the Government Mandated Services which are permitted to be passed through to Airport users pursuant to a direction by the relevant Minister including MAPL's own cost in administering the Government Mandated Services.

Government Mandated Services means those services that we provide to you which are mandated by the Commonwealth government (in applicable legislation and Ministerial or OTS directions) or other lawful authority which includes, but is not limited to, the services set out at Condition 7 of these terms of use.

Ground Handling Services means the provision by an airport of all or some of the following services; passenger check-in, baggage handling, Aircraft cleaning, Aircraft catering, Aircraft maintenance and/or Aircraft engineering.

GST Act means the *A New Tax System (Goods and Services Tax) Act 1999* as amended from time to time.

GST means any tax imposed on a supply by or through the GST Act and any successor of the GST Act.

IATA means International Air Transport Association.

Infant means a child less than two (2) years of age who has not paid to occupy a seat on an Aircraft.

Interest Rate means a rate of interest per year, reasonably determined by Central Highlands Regional Council.

Key means any form of access control whether mechanical or electronic in nature.

Landside means that portion of the Airport not designated as Airside and to which the general public normally has access.

Legislation includes all Commonwealth and Queensland Acts of Parliament, regulations, rules, orders, by-laws, ordinances and any other orders or directions of any government or statutory body relevant generally or specifically to the Airport or any person or Aircraft using it, including but not limited to any air navigation, environmental, occupational health and safety or crimes Legislation.

Liquids, Aerosols and Gels Charge (LAGS) means Charges applied for the screening of liquids, aerosols and gels incurred in processing international Embarking Passengers (resulting from the Commonwealth government's requirements from 31 March 2007).

Loss means and includes direct loss, indirect loss, Consequential Loss, and any reference to the making of payment by Emerald airport and a reference to the incurring of any expense by Emerald airport.

Emerald Airport means Emerald Airport (ABN 79198223277).

Major User means the airline or Aircraft Operators that are the major users of our Airport and together constitute at least 50% of the Aviation Charges revenue for our Airport.

Maximum Take-off Weight (MTOW) means the maximum take-off weight for an Aircraft as specified by the manufacturer.

Military Landing Charges (MLC) means Charges attracted by Military Operations of a commercial nature.

Military Operation means any operation the dominant purpose of which is military or defence related.

Minimum Cleaning Charges (MCC) means the minimum Charges applied for Airside cleanup which may include Airside Environmental Charges.

NOTAM means Notice to Airmen issued by Air Services Australia.

Operating Crew means your employees operating as flight or cabin crew on an arriving or departing Aircraft.

OTS means The Department of Infrastructure and Regional Development, Office of Transport Security.

Our Equipment means any equipment (including without limitation the Counters) supplied by us under these terms of use but does not include any Counter Equipment or the terminal equipment supplied by the airline or Aircraft Operator.

PA system means our public address system throughout our Airport terminal buildings.

Passenger means all persons on board an Aircraft including persons travelling on point's redemption bookings through frequent flyer programs, transit travelers, and airline staff travelling on concessional fares, but excludes non-revenue travelers such as crew and Infants.

Person includes a corporation or other organization or enterprise.

Personal Information means information about an individual whose identity is apparent or can reasonably be ascertained from that information.

Positioning Crew means your flight and cabin crew, other than the Operating Crew, arriving into, or departing from the Airport on company duty travel for the purpose of positioning for, or returning from, crewing duties.

Registered means in relation to an Aircraft, that the Aircraft has a Certificate of Registration.

Regular Public Transport (RPT) Operations means air service operations where, for a fee, the Aircraft is operated according to fixed schedules over specific routes and is available to the general public on a regular basis, and includes any such services that may be diverted from another airport to our Airport.

Rotary Wing Charges (RWC) means landing charges for non-fixed wing Aircraft.

Rules mean the rules for operation at Emerald Airport promulgated by Central Highlands Regional Council.

Safety and Security Charges (SSC) means Government Mandated Charges relating to aviation security arrangements.

Security Restricted Area (SRA) means the part of the apron area dedicated to RPT aircraft, as described in the Emerald airport's Transport Security Program.

Services mean collectively, Aeronautical Services and Government Mandated Services.

Supply is to be given the meaning it bears in the GST Act.

Tax Invoice shall mean such document as prescribed by the GST Act which contains the information relating to a taxable supply required by the GST Act.

Terms of use means these agreed terms of use (as amended from time to time).

Transit Passengers means a passenger who continues their journey on a Flight having the same Flight number as the Flight on which they arrived.

Transport Security Program (TSP) means that program in accordance with the *Aviation Transport Security Act 2004* and is located at Emerald Airports Operations Office, and available to OTS approved users of the Airport on request.

Ultra-light / Glider Charges (UGC) means landing Charges applicable to low weight Aircraft.

Use means use of any of our Facilities and Services including but not limited to Aircraft landing, taking off, taxiing or parking, or discharging or taking on Passengers or cargo.

We or **Us** or **Operator** or **Our** means Emerald airport and includes our officers, employees, agents and the operator for the time being of the Airport.

You or **your** means:

- (a) in the case of RPT Aircraft, the holder of the Air Operator's Certificate at the time our Facilities and Services at the Airport/s are used;
- (b) where the Aircraft is Registered, the holder of the Certificate of Registration at the time our Facilities and Services at the Airport/s are used;
- (c) where the Aircraft is not registered, the person who we reasonably believe is the owner or operator of the Aircraft;
- (d) in the case of General Airport Services, and any other operations to which Emerald airport reasonably determines these terms of use will apply, the operator, contractor or responsible person; and
- (e) where a liquidator, provisional liquidator, receiver, administrator, trustee in bankruptcy or executor (administrator) is appointed in respect of a person liable for Charges the administrator is jointly and individually liable with that person or that person's estate for all Charges in respect of each use which occurs during the period of the administrator's appointment.

1.3 DATE OF CURRENCY OF THESE TERMS OF USE

- 1.3.1 These terms of use are current as at the date on the front page of these terms of use, until we change, replace or waive them.

1.4 CONDITIONS GENERALLY

- 1.4.1 These terms of use may be an attachment to another agreement between you and us, or the only agreement governing our relationship.

1.5 HEADINGS

- 1.5.1 Headings are for ease of reference and do not affect the meaning of these terms of use.

2. USE OF EMERALD AIRPORT

2.1 APPLICABILITY OF THESE TERMS OF USE

- 2.1.1 Any dispute, inconsistency or ambiguity regarding these terms of use, the Schedules to these terms of use, and any of the requirements referred to in Condition 2.3.1.3 shall be resolved by Emerald airport in its reasonable discretion.
- 2.1.2 These terms of use apply equally to Domestic Operations (including RPT Operations), Regional Operations, Charter Operations, Military Operations, General Aviation Operations and any other operations to which Emerald airport reasonably determines these terms of use will apply.

2.2 FACILITIES AND SERVICES PROVIDED BY EMERALD AIRPORT

- 2.2.1 Emerald airport will supply Aviation Services, Government Mandated Services and subject to agreement, General Airport Services to you.
- 2.2.2 We agree to supply Aviation Services, Government Mandated Services and any other Facilities and Services agreed by the parties to be supplied by Emerald airport in accordance with:
 - 2.2.2.1 These agreed terms of use;
 - 2.2.2.2 All applicable Legislation;
 - 2.2.2.3 In the case of Government Mandated Services, as required by OTS or the relevant authority; and
 - 2.2.2.4 The Rules of Emerald airport for operations and occupancy.

2.3 USE OF EMERALD AIRPORT

- 2.3.1 You acknowledge and agree that:
 - 2.3.1.1 You and your employees, agents, contractors and visitors for whom you have responsibility agree to comply with these terms of use, applicable legislation, the requirements of relevant authorities, and the requirements of Emerald airport as documented in this agreement.
 - 2.3.1.2 Access to the Airport and the Facilities and Services is subject to the demand of other users of the Airport;
 - 2.3.1.3 You may use the Airport as a designated alternate without first obtaining our consent. However you must use your best endeavors to obtain our consent before using the Airport;
 - 2.3.1.4 Use of the Airport Facilities and Services is governed by relevant Legislation and the Aircraft Operator must comply with the following matters as amended from time to time in addition to these terms of use:
 - 2.3.1.4.1 Emerald airports Transport Security Program;
 - 2.3.1.4.2 Emerald airports Airport Emergency Plan;
 - 2.3.1.4.3 All published Method of Working Plans (MOWP) from Emerald airport;
 - 2.3.1.4.4 Emerald airports reasonable insurance policy requirements;
 - 2.3.1.4.5 All applicable Legislation;
 - 2.3.1.4.6 Any restrictions on flying operations that may be imposed from time to time by the relevant authority including the operational requirements of the Airport as published in ERSA and NOTAM;
 - 2.3.1.4.7 Local flying restrictions;
 - 2.3.1.4.8 Safety and security directions and requirements notified by Emerald airport from time to time and necessary for the day to day operation of the Airport. Where possible Emerald airport will give notice of directions;
 - 2.3.1.4.9 Environment and safety directions notified by Emerald airport including but not limited to the Airport Environmental Strategy, the ground running rule, bird and wildlife hazard and damage reporting, fuel and oil spill reporting and management;

2.3.1.4.10 Emerald airport Airside Driving Handbook, and the requirement to obtain and observe the relevant operator licenses issued by Emerald airport which include Airside Drivers Permits and Airside Vehicle Permits;

2.3.1.4.11 Any noise management procedures or Legislation in place from time to time;

2.3.1.4.12 Applicable environmental Legislation;

2.3.1.4.13 Occupational health and safety Legislation;

2.3.1.4.14 Rules for operations, activities and behaviors at the Airport published by CHRC;

2.3.1.4.15 Conditions, instructions, orders or directions published from time to time by CHRC; and

2.3.1.4.16 Directives on security of airports and aircraft issued by OTS, CASA or any other authority.

The content of this agreement is to be read in conjunction with relevant local information above, forms the basis of the airport's Airport Information Guide.

2.3.2 We may close all or any part of the Airport and withdraw all or any part of the Facilities and Services, for any period we consider appropriate when in our opinion it is necessary to do so. This decision shall be the absolute discretion of Emerald airport with or without advanced notice.

2.3.2.1 You acknowledge that you are liable for and you agree to release and indemnify us, our officers, employees and agents against any Loss sustained by you as a result of any planned or unplanned closure of the Airport, or the interruption or shutdown of any Facilities or Services.

2.3.3 You agree that when operating Aircraft at the Airport at all times you shall make radio calls on the Common Traffic Advisory Frequency (CTAFR) in all circumstances as required by relevant Legislation including if not otherwise stated:

2.3.3.1 When inbound to the Airport at 20, 10 and 5 nautical miles distant;

2.3.3.2 Advise your estimated time of arrival in the calls referred to in 2.3.3 above;

2.3.3.3 When joining the circuit at the Airport;

2.3.3.4 Following any missed approach to the Airport;

2.3.3.5 When turning down wind of the Airport;

2.3.3.6 When turning to base;

2.3.3.7 When turning to final approach of the Airport;

2.3.3.8 When clear of the runways; and

2.3.3.9 When taxiing for departure advising of intentions.

2.3.4 You agree that when operating Aircraft at the Airport at all times you shall adhere to the circuit direction dictated by the wind direction and at all times join the circuit for an "into wind" landing regardless of whether the landing is made from an instrument approach or a visual approach.

2.3.5 Straight in downwind landings are specifically prohibited for all categories of operations.

2.3.6 RPT Aircraft shall adhere to priority protocols and not disrupt the circuit or cause inconvenience or conflict by unreasonably demanding priority over other aircraft regardless of class type or category of operation.

2.4 AIRCRAFT OWNER & AIRCRAFT OPERATORS INSURANCES

2.4.1 You must at all times maintain a policy of insurance for at least \$20,000,000.00 (or such other amount as agreed) insuring against all Claims which may be brought against either you or us for bodily injury (including death) and/or damage to property whether or not arising out of the use of any Aircraft or equipment of whatever nature by you or any other party you authorize to use such Aircraft or equipment. The insurance policy must note our interest.

2.4.2 You shall provide us with a copy of the Certificate of Currency (CoC) for the insurance referred to in Condition 2.4.1 at the time of each renewal and whenever requested by us produce evidence of the currency of the insurance policy required by Condition 2.4.1.

2.4.3 We may deny your staff and Aircraft the use of the Airport or the Facilities and Services until the insurance referred to in Condition 2.4.1 is in place.

- 2.4.4 You acknowledge that the sum insured as stated in Condition 2.4.1 or as otherwise agreed is not the limit of your liability but merely a reasonable minimum amount of insurance that must be maintained. The insured amount must be sufficient to cover all risk of loss of or damage to any property, equipment or other materials used by you in the conduct of any operation of the Airport for which you are responsible.

2.5 AIRSIDE ESCORT (AE) and PERMITS

- 2.5.1 Emerald airport will issue a temporary access pass for a valid reason when required, to:
- 2.5.1.1 All personnel requiring Airside access for a valid reason but not having a valid ASIC.
- 2.5.2 You are at all times responsible for checking the identity of persons and verifying their operational need for accessing your areas. People are to be challenged if necessary.
- 2.5.3 Emerald airport will Escort all temporary personnel and vehicles while Airside.

2.6 AIRSIDE DRIVING

- 2.6.1 You are not permitted to operate a vehicle Airside or operate a piece of mobile equipment Airside unless and until:
- 2.6.1.1 You hold a valid ASIC and wear reflective safety clothing, PPE and approved hearing protection if appropriate;
- 2.6.1.2 You hold an Airside Drivers Permit (ADP) issued by Emerald airport; and
- 2.6.1.3 You have obtained an Airside Vehicle Permit (AVP) for any vehicle to be used Airside.
- 2.6.2 Condition 2.6.1 applies to you and all employees, agents, contractors and visitors and for whom you have responsibility.
- 2.6.3 You are not permitted to drive Airside in an Airside zone not included in the privileges of the ADPs or AVPs you hold.
- 2.6.4 An ADP is valid only while a valid ASIC and state driving license are held by the ADP holder.
- 2.6.4.1 If your ASIC or state issued driving license is cancelled, confiscated, suspended or in any way rendered invalid you must immediately notify Emerald airport.
- 2.6.5 Processes for the issue of ADPs and AVPs are prescribed in the Emerald airport Airside Driving Handbook issued by Emerald airport.
- 2.6.6 Fees for the issue of ADPs and AVPs are included in Schedule 1 of these terms of use.

2.7 AIRSIDE VEHICLE OPERATIONS

- 2.7.1 You agree that any vehicle you wish to bring Airside and operate there shall:
- 2.7.1.1 Be operated at all times in accordance with the Emerald airport Airside Driving Handbook;
- 2.7.1.2 Have the relevant AVP label affixed to the vehicle in the manner prescribed in the Emerald airport Airside Driving Handbook;
- 2.7.1.3 Comply with the requirements of the Emerald airport Aerodrome Manual and the Emerald airport Airside Driving Handbook;
- 2.7.1.4 Be insured in accordance with the provisions of these terms of use and a copy of the Certificate of Currency provided to Emerald airport annually upon renewal;
- 2.7.1.5 Display an operating rotating amber beacon; and
- 2.7.1.6 Carry passengers only in seats provided. NO SEAT NO RIDE.

2.8 CAR PARKING ON AIRPORT LAND

- 2.8.1 You agree that any motor vehicle, motor bike, motor scooter or any other means of conveyance brought to the Airport by any member of your staff, contractors to your business or any other party having reason to visit you or your business for any purpose connected to your business shall be parked in accordance with the requirements of this terms and conditions document, the Airport Rules and any directions given by Airport management from time to time.
- 2.8.2 In permit zones a permit shall be obtained from Emerald airport prior to parking.
- 2.8.2.1 Consent to parking in permit zones is to enable specific operations and is granted only for the period associated with the particular requirement.
- 2.8.2.2 Parking in permit zones for private use is prohibited.

2.8.2.3 Parking in permit zones for travel of any kind is prohibited

2.8.2.4 Consent to Park in a permit Zone is specific to the permit issued and shall not be used to park in any other zone.

2.8.3 Your staff shall at all times park vehicles in the nominated staff car parking area and not use spaces set aside for patrons of the Airport. When using the staff parking facilities, an Emerald Airport staff parking permit shall be affixed to the vehicle windscreen adjacent to the registration label. Staff cars shall not be parked in general parking areas.

2.8.4 You may request to have certain vehicles accessible to your operation. In that case we will negotiate with you to provide a convenient dedicated parking location for a fee.

2.8.5 Infringement notices may be issued by Queensland Police, Federal Police, Office of Transport Security or anybody approved by relevant legislation appointed by Emerald airport to issue infringement notices on behalf of Emerald airport for breaches of parking conditions.

2.8.6 Emerald airport may charge a fee for parking on airport land both airside and landside.

2.8.7 CHRC accepts no liability for damage incurred to vehicles on airport land.

2.9. PUBLIC CAR PARKING

2.9.1. Policy Statement

2.9.1.1. Car parking will be provided at Emerald airport for airport users including passengers and associated on-airport business activities. Parking fees as levied by Emerald airport and published on CHRC's website at www.chrc.qld.gov.au

2.9.2. Objective

2.9.2.1 The objective of this policy is to ensure

2.9.2.1.1 that car parking is available for users of Emerald airport.

2.9.2.1.2 that fees charged for parking at the airport are used to support ongoing operations, loan repayments and future improvements of Emerald airport.

2.9.3. Principle

2.9.3.1 Emerald airport is funded solely by airport operations on a "user pays" basis, where services are such that individual costs can be determined and met by the user of the service.

2.9.3.2 Fees levied by Emerald airport and published in its Schedule of Fees and Charges will be Charged for parking at the airport, with the revenue collected being used to support ongoing operations, loan repayments and future improvements of Emerald airport.

2.9.4. Policy Implementation

2.9.4.1 An automated car park management system incorporating barriers and pay stations will be used to control access to and egress from the designated parking area.

2.9.4.2 All vehicles entering the designated parking area will receive a magnetically coded ticket (or card), with the appropriate fee being paid at the pay station prior to exiting the car park based on the duration of time spent within the designated parking area.

2.9.5. Policy Exemptions / Concessions

2.9.5.1 Exemptions/concessions to this policy may be permitted at the sole discretion of Emerald airport.

2.9.6. Pricing Structure

Refer to CHRC website: www.chrc.qld.gov.au
Schedule 1 – Airport Charges for applicable fees

2.9.6.1 Short Term Parking.

2.9.6.2 1 hour free short term parking for dropping off/picking up passengers. Fees apply after this time.

2.9.6.3 Premium parking

Not applicable

2.9.6.4 Long Term Parking Area:

Fee per day (or part thereof)

2.9.7. Parking signs are to be observed at all times

2.10 COMMON USER FACILITIES

- 2.10.1 All runways, taxiway facilities and aprons at the Airport including the domestic terminal, RPT apron and general aviation apron are Common User Facilities. All operators using these Common User Facilities shall do so in accordance with these terms of use.
- 2.10.2 You are responsible for removing any Foreign Object Debris (FOD) and all rubbish generated by your activities at the end of each shift to a receptacle supplied by you. That rubbish shall be disposed of in the manner directed by Emerald airport.
- 2.10.3 Quarantinable rubbish generated by you shall be disposed of by you in a manner approved by the appropriate regulatory authority.
- 2.10.4 Emerald airport has chosen to supply a central rubbish bin and wheelie bins. All operators shall use these facilities for general waste. CHRC reserve the right to introduce future charges for these service where deemed applicable.

2.11 DRUG AND ALCOHOL MANAGEMENT PLAN (DAMP)

- 2.11.1 In accordance with applicable Legislation, Emerald airport has an established DAMP.
- 2.11.2 Emerald airport may require you to demonstrate that you have a DAMP.

2.12 GROUND SERVICE EQUIPMENT (GSE) PARKING AND STORAGE

- 2.12.1 GSE required for an operation shall be stored in the nominated equipment storage area and moved to the defined Airside parking area no more than sixty (60) minutes prior to the estimated time of arrival of an Aircraft. Equipment shall be returned to the nominated storage area no more than thirty (30) minutes after departure of the Aircraft involved in the operation.

2.13 AIRCRAFT PARKING

- 2.13.1 Aircraft parking shall be governed by Emerald airports Bay Usage Policy as amended periodically. You acknowledge that the Bay Usage Policy is hereby incorporated into these terms of use.

2.14 SIGNS

- 2.14.1 No sign of any nature visible to the public shall under any circumstance be erected or displayed without prior written consent of Emerald airport.

2.15 APPLICABLE COSTS

- 2.15.1 Emerald airport shall charge and you agree to pay for your use of the Facilities and Services provided by Emerald airport in accordance with these terms of use.
- 2.15.2 We will charge for the provision of Facilities and Services through the Aviation Charges, and for the provision of the Government Mandated Services through the Government Mandated Charges.
- 2.15.3 Emerald airport may charge for motor vehicle parking on airport land.
- 2.15.4 General fees apply for the replacement of lost or damaged airport keys in your care. Replacement of general keys are charged at \$150.00 per key. In the instance of the loss of an airport master key you are fully liable for the replacement cost of *all* relevant airport locks and keys, due to the critical and secure nature of these keys. The cost of providing additional keys where relevant and necessary is \$25.00 per key. Allocated keys are not permitted to be copied, cut, shared or given to any other person except the assigned key holder.

2.16 GENERAL AIRPORT SERVICES

- 2.16.1 In addition to these terms of use, the provision of General Airport Services by us and the Charges for those General Airport Services are governed by separate commercial terms and separate commercial rates which we will negotiate with you in good faith upon request.

2.17 NOTIFICATION OF THE EXISTENCE AND ACCEPTANCE OF THESE TERMS OF USE

- 2.17.1 We will take all reasonable steps to notify you of the existence of, and the requirement to comply with these terms of use prior to your use of our Facilities and Services.
- 2.17.2 If you use our Airport without first being notified of these terms of use, we will subsequently notify you after your first use our Airport, or our Facilities and Services.
- 2.17.3 If you continue to use our Airport, or our Facilities and Services after being notified of the existence and content of these terms of use, or after we notify you that these terms of use have been amended, then such continued use shall constitute acceptance of the terms of use of the Airport.

2.18 CHANGES TO THESE TERMS OF USE

2.18.1 We reserve the right to change these terms of use. The current document can be accessed on www.chrc.qld.gov.au

3. SERVICE PERFORMANCE

3.1 GENERAL RELATIONSHIP PRINCIPLES

- 3.1.1 We will operate our Airport having regard to the following principles:
- 3.1.1.1 We will act reasonably to answer all correspondence, questions and inquiries promptly;
 - 3.1.1.2 We can be contacted by telephone, facsimile, in person or electronically during normal business hours;
 - 3.1.1.3 We will provide to you appropriate rules, direction, guidance and information on the operation of facilities and services as necessary;
- and
- 3.1.1.4 We will take all reasonable steps to act and discharge our duties with professionalism in a spirit of open and honest communication, striving for reasonable outcomes for all parties, wherever possible, in accordance with these terms of use.

3.2 SERVICE OF NOTICES

- 3.2.1 Any notice, demand, consent or other communication concerning these terms of use must be in writing and be:
- 3.2.1.1 Signed by that party, its Authorized Officer, or by its solicitors; and
 - 3.2.1.2 Served by being delivered personally to the party, or by sending it by registered mail to:
 - 3.2.1.2.1 The address most recently notified by that party; or
 - 3.2.1.2.2 The registered office if a company; or
 - 3.2.1.2.3 The address indicated on these terms of use; or
 - 3.2.1.2.4 By sending a facsimile transmission to the number provided for that purpose.
- 3.2.2 Any notice, demand, consent or communication sent by post will be deemed to be served when the letter would be delivered in the ordinary course of post. Any change of address for the service of notices of either party must be notified in writing to the other party within seven (7) days of the change.
- 3.2.3 Any notice, demand, consent or communication sent by email or facsimile will be deemed to be served immediately after the time of successful transmission.

3.3 CONTACT INFORMATION MANAGER AIRPORT

- 3.3.1 You can contact us by any of the following means:
- 3.3.1.1 By mail, to:
 - Manager Airport
 - Emerald Airport
 - PO Box 21
 - Emerald QLD 4720
 - 3.3.1.2 By facsimile to 1300 242 687 – For calls made from within Australia
 - 3.3.1.3 By telephone (07) 4980 4941 – For calls made from within Australia
 - 3.3.1.4 By email – enquiries@chrc.qld.gov.au

4. COMPLIANCE, DEFAULT AND TERMINATION

4.1 COMPLIANCE

- 4.1.1 You must not do anything that puts us in breach of any Legislation or Regulations.
- 4.1.2 We need not give you any information which would result in us breaching any confidentiality obligations, or security restrictions. If we provide you with any information and require that disclosure be limited to certain authorized personnel, you must comply with this request.

4.2 BREACH

- 4.2.1 Where you are in breach of these terms of use of the Airport, we may, to the extent of our entitlement to do so:
 - 4.2.1.1 issue a breach notice advising details of the breach and the consequences thereof, including any steps you must take to rectify the breach within a reasonable time determined by Emerald airport ; or
 - 4.2.1.2 terminate your right to use our Airport and its Facilities and Services upon fourteen (14) days written notice if a breach is not rectified in accordance with a breach notice issued by Emerald airport or the breach is incapable of being rectified.
- 4.2.2 You acknowledge and agree that:
 - 4.2.2.1 if you are responsible for more than one (1) breach of these terms of use in any one (1) month period; or
 - 4.2.2.2 If you are responsible for three (3) or more breaches in any one six (6) month period; or
 - 4.2.2.3 If you are responsible for continued breaches over time,
Emerald airport may immediately terminate your right to use our Airport and its Facilities and Services.
- 4.2.4 You acknowledge and agree that Emerald airport may determine whether a breach of these terms of use is critical, major, minor or slight in its reasonable discretion, having regard to, among other things, any failure to comply with applicable Legislation or Regulations.

4.3 PRESERVATION OF RIGHTS

- 4.3.1 Any termination by Emerald airport of your right to use the Airport and its Facilities and Services shall be without prejudice to any Claim which Emerald airport may have against you in respect of any breach of these terms of use which occurred prior to the termination.

5. INFORMATION WE REQUIRE FROM AIRCRAFT OPERATORS

- 5.1 Before using our Facilities and Services at Emerald airport, and subject to any Legislative requirements regarding Personal Information, you must give us any information we require, including:
- 5.1.1 Your name, address, ABN and contact details;
 - 5.1.2 Within and under the Australian privacy legislation and where applicable CHRC will treat information provided to it confidentially;
 - 5.1.3 Evidence that you have in place emergency procedures in connection with all potential threats to Passengers, cargo and the Facilities and Services at the Airport as appropriate to your operations and at least to the standard required to comply with Emerald airports AEP;
 - 5.1.4 The names, addresses, telephone numbers (business and after hours), facsimile numbers and all other contact details of your key personnel we can contact at any time about emergencies, security, operational or financial matters in connection with you using the Facilities and Services at the Airport;
 - 5.1.5 Evidence of the insurance policies you hold that are consistent with the requirements of these terms of use and confirmation in writing and in a form reasonably acceptable to us that these policies will remain current at all times when you are using the Facilities and Services at the Airport;
 - 5.1.6 Ground handling arrangements for Passengers and cargo if required for your operations;
 - 5.1.7 Arrangements for the repositioning of stationary Aircraft;
 - 5.1.8 Confirmation in writing and in a form reasonably acceptable to us that the types and standards of Aircraft being flown by you, into and from the Airport, are compliant with the applicable Legislation;
 - 5.1.9 Confirmation in writing and in a form reasonably acceptable to us of the ownership details for all Aircraft using the Facilities and Services;
 - 5.1.10 MTOW for all Aircraft using the Facilities and Services;
 - 5.1.11 Details of any changes made to information required under these terms of use within one (1) month of such change;
 - 5.1.12 You must also within seven (7) days of the end of each calendar month provide us with;
 - 5.1.12.1 The number of Passengers per Flight that you embarked and disembarked at the Airport during that month; and
 - 5.1.12.2 The number of those Passengers who were transit Passengers shown separately; and
 - 5.1.12.3 The number of Flights you operated to and from the Airport the period; and
 - 5.1.12.4 The number of Passenger seats you provided during the period.
 - 5.1.13 If we ask you to do so, you must give us certified statements from your auditors verifying the accuracy of the information you have provided to us under these terms of use. You must give us the statements within sixty (60) days of the date of our request, which shall be made no more frequently than once a year. Your auditors must be registered in accordance with applicable Legislation;
 - 5.1.14 You agree that we may, and permit us to conduct an independent audit at our cost, of the information you provide us under these terms of use;
 - 5.1.15 Where the information you provide to us, or the information we obtain from the audit we carry out, discloses any error in the information we have been provided with, we shall be entitled to calculate and levy charges based upon the information obtained from the independent audit;
 - 5.1.16 If the error identified is in our favor by 5% or more based on the information you have given to us, then you must also reimburse us the cost of the audit carried out by us under these terms of use;
 - 5.1.17 Where you advise us that the information given to us under these terms of use is commercially sensitive, we shall use our best endeavors to maintain its confidentiality; and
 - 5.1.18 Where you fail to provide the information required under these terms of use, we shall be entitled to calculate and levy our aviation charges based upon either a presumption of maximum seat load capacity as published by you or the registered MTOW as published by CASA.

6. AVIATION CHARGES

6.1 AIRPORT GENERAL ACCESS CHARGE

6.1.1 Means a fee charged for access to the airport and conduct of business thereon.

6.2 CALCULATION OF AVIATION CHARGES

6.2.1 The amount of Aviation Charges you shall pay will be calculated in accordance with Council fees and schedule of charges, as varied from time to time.

6.3 PAYMENT OF AVIATION CHARGES

6.3.1 All Aviation Charges become due and payable in accordance with Council's fees and charges schedule and must be paid before your Aircraft leaves the Airport, unless you have made other written arrangements for the provision of credit with the Airport which must be signed by both parties.

6.3.2 The Aviation Charges are payable in Australian dollars only.

6.3.3 Where invoices are issued in relation to the Aviation Charges, payment of those Aviation Charges must be made in accordance with our regular trading terms which will be specified on each invoice rendered requiring payment within thirty (30) days of the date of the invoice.

6.3.4 You must pay the Aviation Charges by the date specified in the invoice either by:

6.3.4.1 Direct deposit into our bank account, the details of which will be provided; or

6.3.4.2 Cheque made payable to Central Highlands Regional Council, noting that you may also be responsible for bank charges incurred in cheque processing; or

6.3.4.3 Any other method approved by us.

6.4 VARIATION OF AVIATION CHARGES

6.4.1 All Aviation Charges become due and payable in accordance with Council's fees and charges schedule and must be paid before your Aircraft leaves the Airport, unless you have made other written arrangements for the provision of credit with the Airport which must be signed by both parties.

6.4.2 All Council fees and charges are updated annually.

6.5 AVIATION INFRASTRUCTURE AND FACILITIES

6.5.1 You acknowledge that Council is responsible for all Aviation Infrastructure and Facilities Investment decisions at the Airport. If Council decides to make a major Aviation Infrastructure and Facilities Investment, we may increase the Aviation Charges.

7. GOVERNMENT MANDATED CHARGES

7.1 GOVERNMENT MANDATED SERVICES

- 7.1.1 We administer the Government Mandated Services for the provision of safety and security at our Airport, which includes (but is not limited to), the following Services:
 - 7.1.1.1 Security services required by Legislation;
 - 7.1.1.2 Passenger screening;
 - 7.1.1.3 Checked bag screening;
 - 7.1.1.4 Other services required by the Commonwealth Government or other lawful authority (including OTS) and any additional security measures we are required to take or which we undertake through third parties and which may include:
 - 7.1.1.4.1 Capital expenditure (allowing a reasonable return on capital investment) to provide such Services; and
 - 7.1.1.4.2 Any hiring of equipment required for providing the Government Mandated Services; and
 - 7.1.1.4.3 Any operational and administrative services retained by the Airport to assist in providing the Government Mandated Services either directly, or on a contract management basis.
- 7.1.2 Emerald airport is a fully security screened airport and recovers the cost of screening of all departing passengers.

7.2 PAYMENT OF GOVERNMENT MANDATED CHARGES

- 7.2.1 You must pay us the Government Mandated Charges applicable to the provision by us of Government Mandated Services. All Government Mandated Charges become due and payable when you use the Airport, and must be paid before your Aircraft leaves the Airport, unless you have made other written arrangements for the provision of credit with the Airport which must be signed by both parties.
- 7.2.2 The Government Mandated Charges are payable in Australian dollars only.
- 7.2.3 Where invoices are issued in relation to the Government Mandated Charges, payment of those Government Mandated Charges must be made in accordance with our regular trading terms which will be specified on each invoice rendered requiring payment within thirty (30) days of the date of the invoice.
- 7.2.4 You must pay the Government Mandated Charges by the date specified in the invoice either by:
 - 7.2.4.1 Direct deposit into our bank account, the details of which will be provided; or
 - 7.2.4.2 cheque made payable to CHRC noting that you may also be responsible for bank charges incurred in cheque processing; or
 - 7.2.4.3 Any other method approved by us.

7.3 CHANGES TO GOVERNMENT MANDATED CHARGES

- 7.3.1 We will notify you of any changes to the Government Mandated Charges as soon as reasonably practicable.

7.4 MANAGEMENT OF GOVERNMENT MANDATED CHARGES AND SERVICES

- 7.4.1 We will use our best endeavors to manage the Government Mandated Charges and provide the Government Mandated Services in the most economically efficient and cost effective manner, having regard to best practice in the industry and the service levels mandated by the Commonwealth Government.

8. FAILURE TO PAY CHARGES

8.1 FAILURE TO PAY CHARGES WHEN DUE

- 8.1.1 You must notify us immediately if you become aware that you will not, or might not be able to pay a Government Mandated Charge or an Aviation Charge by the due date.
- 8.1.2 Neither you giving nor our receipt of that notice, affects our rights under these terms of use or at law, and you will remain liable for the payment of the Government Mandated Charges and Aviation Charges.
- 8.1.3 Interest may apply to all amounts paid after their due date for payment. CHRC credit management policy shall be applicable. Current rate of interest is 11% per annum compounding.
- 8.1.4 You will also be liable for any additional costs we incur in recovering any unpaid Charges.

8.2 DISPUTED CHARGES

- 8.2.1 You must notify us in writing within fourteen (14) days of the invoice date that you dispute any Government Mandated Charges or Aviation Charges shown in an invoice.
- 8.2.2 Notwithstanding Condition 8.2.1, disputed Government Mandated Charges or Aviation Charges must be paid by their due date for payment or penalties will apply.
- 8.2.3 If following the resolution of a dispute regarding any Government Mandated Charges or Aviation Charges:
 - 8.2.3.1 It is found that you have made an overpayment of Charges, then we will credit your next invoice from us by the amount of overpayment of Charges; or
 - 8.2.3.2 It is found that you are required to pay further Charges to us in addition to the disputed invoice amount (not limited to the payment of any of our costs in respect to your dispute), then you must pay those further Charges to us immediately following the resolution of the dispute.

8.3 DETENTION OF AIRCRAFT AND EXCLUSION OF ACCESS TO AIRPORT

- 8.3.1 If you do not pay us any undisputed amount payable under these terms of use within twenty-one (21) days after the last day by which it is payable or negotiations over disputed amounts fail, we may:
 - 8.3.1.1 Refuse to allow any or all of your Aircraft to use our Facilities and Services at the Airport; or
 - 8.3.1.2 Use reasonable means to detain any of your Aircraft and any other ancillary equipment used to cover your Aircraft Operations (whether directly involved in the accrual of the debt or otherwise) until you have paid all outstanding amounts; or
 - 8.3.1.3 Sell any of your property or detained Aircraft to recover the Government Mandated Charges and Aviation Charges, interest and our costs incurred.
- 8.3.2 We will not be liable for any loss, liability or exposure you incur arising out of:
 - 8.3.2.1 Anything we do or do not do in exercising our right of sale under these terms of use, including not obtaining a market price; and
 - 8.3.2.2 Our application of the sale proceeds. Where CHRC considers your grounds for a dispute to be reasonable, we will not exercise our rights under these terms of use unless we have first sought to negotiate with you in good faith to resolve the dispute, and given you a further fourteen (14) days written notice regarding out intended actions.
- 8.3.3 You acknowledge that we have the rights conferred by these terms of use, and submit to the obligations to pay under these terms of use.
- 8.3.4 You acknowledge and agree that if we detain your Aircraft or take any other action as a result of the non-payment of Government Mandated Charges and Aviation Charges, all costs incurred by us become payable by you, including any costs for security incurred during any detention period.
- 8.3.5 Unless we give you written consent, you are not allowed to make any set-off against or deduction from the Government Mandated Charges and Aviation Charges payable for using our Facilities and Services for any reason whatsoever.
- 8.3.6 These terms of use do not limit any other action lawfully available to us to recover anything you owe us.

8.3.7 Our rights under these terms of use are not lost, or deemed to be waived, where any of your Aircraft are removed from the Airport.

8.4 BANK GUARANTEE OR BOND

8.4.1 CHRC reserves the right to introduce the requirement for a tenant or an operator to provide a Bank Guarantee or Bond if and when deemed necessary.

8.5 SECURITY

8.5.1 CHRC reserves the right to introduce the requirement for a tenant or an operator to provide security if and when deemed necessary.

9. SERVICES WE DO NOT PROVIDE

9.1 WE DO NOT PROVIDE:

- 9.1.1 Aircraft, buildings such as hangars and offices unless by prior agreement, motor vehicle or other security services; or
- 9.1.2 Air Traffic Control services; or
- 9.1.3 Rescue and fire fighting services; or
- 9.1.4 En-route services; or
- 9.1.5 Meteorological services; or
- 9.1.6 Hangar facilities except under lease arrangements; or
- 9.1.7 Quarantine waste disposal, customs or immigration services; or
- 9.1.8 Mechanical repair/maintenance services; or
- 9.1.9 Ground Handling Services, re-fuelling services and apron services other than allocating Aircraft parking bays; or
- 9.1.10 Environmental cleanup services; or
- 9.1.11 Non visual navigation aids services; or
- 9.1.12 Any other service we elect not to supply or to discontinue supplying upon notice by us in writing.
- 9.1.13 Security of facilities, operations, goods, aircraft or vehicles beyond that outlined in this agreement.

10. AIRPORT SECURITY AND EMERGENCY PROVISIONS

10.1 WE ARE RESPONSIBLE FOR SECURITY AT EMERALD AIRPORT

- 10.1.1 We are responsible for the Airport's security arrangements and emergency response activities to the extent required by Legislation.
- 10.1.2 You acknowledge and agree that we are otherwise not responsible for Aircraft, building, motor vehicle or other security services.
- 10.1.3 Further details of safety, security and emergency requirements are to be obtained through the Airport Operations Supervisor, the Airport Reporting Officer or Operations Office as appropriate.

10.2 EMERALD AIRPORT TRANSPORT SECURITY PROGRAM

- 10.2.1 Emerald Airports TSP outlines our requirements regarding our Airport's security. You shall comply with Emerald airports TSP.

10.3 SECURITY AND SAFETY

- 10.3.1 You and your employees, agents, contractors and visitors for whom you have responsibility must display a valid ASIC above the waist in accordance with the regulations all times whilst on official business at our Airport, and it must be produced for inspection by us or any other lawful authority at any time.
- 10.3.2 You shall not operate Airside:
 - 10.3.2.1 Without the valid ASIC card; and
 - 10.3.2.2 Without reflective safety clothing and PPE; and
 - 10.3.2.3 Without approved hearing protection.
- 10.3.3 You shall ensure that no person without a valid reason and a valid ASIC, or temporary access pass and under ASIC supervision, is allowed through any access point you control. People are to be challenged if necessary.
- 10.3.4 You shall ensure that access points controlled by you or accessed by you remain locked after access or egress
- 10.3.5 Emergency egress doors shall not be used for general access.

10.4 SCREENING AT EMERALD AIRPORT

- 10.4.1 ISS Security are the approved screening provider for both Passenger screening and checked baggage screening at the Airport, the facilities for which are installed and operated in accordance with Legislation. The requirements for screening are prescribed by OTS. You and we must comply with these screening requirements.
- 10.4.2 If you are the sole user of screening services, the cost of providing this service shall be paid by you in full.
- 10.4.3 The Charge payable by you shall be determined by the proportion of total departing Passenger seats provided by you compared to the total number of departing Passenger seats available from airport Operations within the relevant screening period

10.4.4 You shall not interfere with screening equipment whether operating or not at any time.

10.4.5 You shall operate the screening equipment in accordance with the training provided and not adopt local procedures that vary from that process without firstly having requested and received written consent from Emerald airport.

10.4.6 Circumvention of screening processes while operational is an offence and shall be reported to the relevant regulatory authority by Emerald airport.

10.5 SECURITY CONTACT

- 10.5.1 The Airport Operations Supervisor is the first point of contact for reporting all security matters including emergency, security breach, suspicious activity, unattended items or other issues.
- 10.5.2 The contact details for the Airport Operations Supervisor/Security Contact Officer are:
Primary mobile: 0407 331 542
Secondary Mobile: 0408 194 913

10.6 EMERALD AIRPORT OPERATIONS COMMITTEES

10.6.1 We have the following committees in relation to Airport security operations:

10.6.1.1 The Airport Safety and Security Committee which meets every six (6) months. This is a regulatory requirement of OTS; and

10.6.1.2 The Airport Emergency Committee which meets once per year as prescribed in Emerald airports Aerodrome Manual. This is a regulatory requirement of the CASA.

10.6.2 We recommend that someone represents your interests on these committees.

10.7 AIRPORT EXERCISES & TRAINING

10.7.1 We conduct regular Airport Exercises which include training for you and your employees, agents and contractors on a variety of Airport related activities and procedures including security and emergency procedures. We will give you reasonable notice before these Airport Exercises and training will be conducted. We strongly recommend you send a representative and any new employees to these Airport Exercises. You and your employees are required to participate in these Airport Exercises if we ask you to.

10.7.2 You must ensure that your employees, agents and contractors are made aware of the emergency, safety, security and reporting requirements that relate to your operation and location.

10.8 BUILDING & CONSTRUCTION WORKS IN RESTRICTED OR CONTROLLED AREAS

10.8.1 If required, before you undertake any construction or modifications to buildings or other structures on our Airport which are on restricted or controlled areas (if required by law) or which may impact the security of restricted or controlled areas of our Airport, you must first have security clearance from us in consultation with OTS. Where reasonably necessary, we may ask that you have security personnel supervising any building or construction work in restricted or controlled areas at all times.

10.8.2 In addition, we, OTS or any other lawful authority may place requirements on your building or construction work in restricted or controlled areas of our Airport. We may invoice you for the reasonable costs and expenses if we require security personnel to supervise your building or construction work (on a full recovery basis). In performing any building work on the Airport, you must also comply with the *Airports (Building Control) Regulations 1996*. If there is a failure in security or a breach of our security requirements we may take any reasonable action necessary to secure your area at your expense.

10.8.3 Airport security fence lines. You shall not store, park or place equipment near airport security fence lines as per the procedures set out in the Emerald Airport Transport Security Program (TSP).

10.9 KEYS AND PROXY CARDS

10.9.1 Access keys are provided for your operations. They may be electronic keys or mechanical keys such as proximity cards and shall be treated with care, stored securely and not loaned to any other party.

10.9.2 Lost keys/cards shall be reported to Emerald airport as soon as it is realized that the key cannot be found.

10.9.3 If the key/card lost gives access to a security restricted zone, then a Statutory Declaration detailing the circumstances of the loss must be given to Emerald airport before a replacement key is provided.

10.9.4 Replacement keys/cards shall be purchased from Emerald airport and will be charged at the rates specified in schedule 1 of this document

10.9.5 Charges for replacement keys/cards will be invoiced when incurred.

10.10 MANAGING SECURITY INCIDENTS

10.10.1 You are required to immediately notify the Airport Operations Supervisor/SCO in the event of an emergency, security breach, suspicious activity, unattended items or any other situation (refer to contact details section 3.3 and 10.5).

10.10.2 Further procedures are contained within the Emerald Airport Transport Security Program (TSP).

11. RELEASE & INDEMNITY

11.1 YOU TO RELEASE CHRC (Emerald Airport)

- 11.1.1 Notwithstanding anything else contained in these terms of use, you are liable for and you agree to release and to indemnify and hold harmless CHRC in respect of all Loss arising from, and any costs incurred in connection with:
- 11.1.1.1 A breach of these terms of use by you, including the loss that results from us exercising our right to terminate these terms of use, or our termination of your use of our Airport; or
 - 11.1.1.2 Loss (to person or property), injury or death caused or contributed to by your act, omission, or default by you or your employees, officers, contractors or agents; or
 - 11.1.1.3 Loss, injury or death caused or contributed to by you bringing onto, or storing at, our Airport any dangerous or contaminating substances; or
 - 11.1.1.4 Us doing anything which you are required to do under these terms of use but have not done; or
 - 11.1.1.5 The overflow or leakage of water into or from any area at our Airport that you use; or
 - 11.1.1.6 Our exercise of the right to detain, move or remove your Aircraft in accordance with these terms of use; or
 - 11.1.1.7 Any Claim by third parties arising out of the personal injury or death of any person, or damage to property caused by your use of our Airport except to the extent that any Loss is caused by our negligent act or omission; or
 - 11.1.1.8 Anything we are permitted or required to do under these terms of use.

11.2 SURVIVAL OF INDEMNITIES

- 11.2.1 Each indemnity in these terms of use is a continuing obligation, separate and independent from the other obligations, and shall survive the termination of these terms of use.

11.3 ENFORCEMENT OF INDEMNITIES

- 11.3.1 It is not necessary for a party to incur expense or make payment before enforcing a right of indemnity conferred by these terms of use.

11.4 EXCLUSION OF WARRANTIES AND CONDITIONS

- 11.4.1 Unless otherwise stated in writing, we do not make any representation or warranty in connection with the use of the Airport or the Facilities and Services and we exclude all implied warranties and conditions that can be excluded.
- 11.4.2 If a warranty or condition is implied under any Legislation in connection with any part of the Facilities and Services, and it can be excluded, we exclude it and if we cannot exclude it, then our liability for breach of that warranty or condition is limited to:
- 11.4.3 The payment of the cost of having the Facilities and Services supplied again.

12. DISPUTE RESOLUTION

12.1 PROCEDURE

12.1.1 If a party considers that a dispute has arisen in connection with these terms of use, then the parties must follow the procedure set out in these terms of use to resolve the issue.

12.2 NOTICE OF AN ISSUE

12.2.1 If a party considers there is an issue, that party must give the other party notice of that issue. The parties must then attempt to resolve the issue.

12.3 AUTHORISED OFFICERS TO MEET

12.3.1 If the issue remains unresolved for fourteen (14) days after a party receives the other party's notice of the issue, then an Authorized Officer from each party must meet at least two (2) times at our office (or at another agreed location) to discuss and attempt to resolve the issue in good faith. The meetings must take place between the Authorized Officers within fourteen (14) days following the issue being referred to the Authorized Officers.

12.4 FAILURE TO AGREE

12.4.1 If the issue remains unresolved for sixty (60) days after the issue was referred to the Authorized Officers, or such longer period as the parties may agree, either party may refer the issue to their respective CEO.

12.5 REFERRAL TO CEO'S

12.5.1 Each party's CEO or their nominee must then meet at our offices (or at another agreed location) within fourteen (14) days of the issue being referred to the CEOs to discuss the issue in good faith with a view to resolving the issue.

12.6 MEDIATION

12.6.1 If the issue remains unresolved for ninety (90) days after the parties' CEOs have met (or should have met), then the parties agree that the issue will be referred to mediation, which mediation will be conducted in accordance with the then current rules of The Institute of Arbitrators and Mediators Australia. The mediation will take place in Emerald Queensland Australia and each party will bear their own costs and expenses in respect to the mediation despite the outcome (including legal costs). However, despite any provision in the rules of The Institute of Arbitrators and Mediators Australia, a decision of the arbitrator or mediator will not in any way be binding on either party at any time unless it is agreed to be binding by the parties, and if no agreement is reached between the parties following mediation then they can subsequently institute legal proceedings in regard to the issue, if required.

12.7 LEGAL PROCEEDINGS

12.7.1 Nothing in these terms of use prevents either party from commencing legal proceedings for urgent interlocutory or temporary relief.

13. CONFIDENTIALITY

13.1 BREACH OF CONFIDENTIALITY

- 13.1.1 CHRC shall not give Aircraft Operator information if it would breach a confidentiality obligation that CHRC has at law or from security restrictions.
- 13.1.2 Each party acknowledges that all Confidential Information of the other party is and will be the sole and exclusive property of that other party.
- 13.1.3 Each party undertakes to the other to keep confidential each other's Confidential Information. Both parties must use their best efforts to prevent third parties from gaining access to each other's confidential Information, other than as permitted under these terms of use. To this end, each party must not, without the other party's prior written consent:
 - 13.1.3.1 Disclose or in any way communicate to any other person all or any of the other party's confidential Information except as permitted by these terms of use; or
 - 13.1.3.2 Permit unauthorized persons to have access to places where the other party's Confidential information is displayed, reproduced or stored; or
 - 13.1.3.3 Make or assist any person to make any unauthorized use of the other party's Confidential information, and must take all reasonable steps (including obtaining confidentiality undertakings from officers, employees, agents and contractors who have or may have access to the other party's Confidential Information) to ensure that the other party's Confidential Information is not disclosed to any other person by any of the officers, employees, agents, contractors or sub-contractors of either party.
- 13.1.4 Either party may disclose the other party's Confidential Information to its employees, officers, agents and contractors in the course of their employment on a need to know basis or to its advisers in relation to its rights under these terms of use.
- 13.1.5 Nothing in these terms of use prohibits the use or disclosure of any Confidential Information to the extent that:
 - 13.1.5.1 The Confidential Information is lawfully in the possession of the recipient of the information through sources other than the party who disclosed the Confidential Information; or
 - 13.1.5.2 It is strictly and necessarily required in connection with legal proceedings relating to these terms of use; or
 - 13.1.5.3 The Confidential Information is generally and publicly available other than as a result of a breach of confidence by the person receiving the information.
- 13.1.6 Both parties must ensure their respective employees, officers, contractors, agents and all other persons under their control or direction will comply with obligations similar to the obligations imposed on it.
- 13.1.7 If either party's employees, officers, agents or contractors breach the confidentiality obligations contained in these terms of use it must immediately notify the other party of this in writing and, subject to these terms of use, indemnify the other party for any Loss caused by such breach.
- 13.1.8 Each party acknowledges that a breach of these terms of use may cause the other party irreparable damage for which monetary damages would not be an adequate remedy. Accordingly, in addition to other remedies that may be available, each party may seek and obtain injunctive relief against such a breach or threatened breach.

13.2 The obligations under the terms of use survive expiry or termination of these terms of use.

13.3 Notwithstanding any other provision in these terms of use, we are entitled to disclose the following information:

- 13.3.1 Annual total Passenger numbers; or
- 13.3.2 Monthly total Passenger numbers; or
- 13.3.3 The total number of Flights generated by any operator in and out of the Airport; or
- 13.3.4 The total number of Passenger seats generated in and out of the Airport;

To any person or government agency for the purpose of a tender, a renegotiation of contracts, or such other purpose deemed appropriate by us.

14. GOODS & SERVICES TAX (GST)

- 14.1** Both parties agree and acknowledge that any consideration payable under these terms of use does not include GST.
- 14.2** Both parties agree that in the case of a supply in connection with these terms of use which is a taxable supply within the meaning of the GST Act, then any and all consideration payable to a party for that supply will be increased by an amount equal to the GST payable on the supply, calculated in accordance with the GST Act.
- 14.3** The party giving consideration for the supply must pay the supplier an amount equal to any increase in consideration payable in respect of any taxable supply following receipt of a tax invoice in relation to the supply.
- 14.4** Any expression used that is also used in the GST Act shall have for the purposes of these terms of use the meaning used in or attributed to that expression by the GST Act.

15. PRIVACY & DATA PROTECTION

- 15.1** These terms of use will only apply to Personal Information we collect, use and disclose about individuals. It does not apply to information collected, used and disclosed about corporations.
- 15.2** We shall collect Personal Information from you and you consent to us using and disclosing your Personal Information in relation to your use of the Airport and our Facilities and Services, and in accordance with the *Airports Act 1996*, *Trade Practices Act 1974*, and other applicable Legislation.
- 15.2.1** For the purposes of the administration and operation of the Airport and for enforcement of these terms of use;
- 15.2.2** For the purposes of disclosure to a third party for their use in the case of a sale, transfer or assignment of the whole, or part, of our business or undertaking or the whole or part of Airport assets and facilities.
- 15.2.3** For the purpose of research by us or authorized third parties, statistical analysis by us, and for the purpose of marketing the Airport or other services offered by us to tenants, occupiers and users of our Airport.
- 15.3** We shall ensure any Personal Information disclosed will be de-identified, and disclosed as part of general information only. Such information will therefore not be identifiable as your Personal Information unless agreed otherwise by you.
- 15.4** In our collection, use and disclosure of your Personal Information we will:
- 15.4.1** Comply with the provisions of the *Privacy Act 1988* and take all reasonable steps to ensure that your Personal Information is protected from unauthorized use and disclosure.
- 15.5** Subject to the *Privacy Act 1988*, your Personal Information may be accessed by you upon reasonable notice to us and upon the payment of our reasonable expenses relating to your access (e.g. photocopying charges). No application fee for access will be charged.
- 15.6** You must ensure that all your Personal Information provided to us is accurate, complete and up to date.
- 15.7** If you fail to provide to us with your Personal Information required by us, or you provide incomplete Personal Information, or fail to reasonably update our record of your Personal Information, we will send you a notice requesting the delivery of the Personal Information. Failure to deliver in accordance with the notice shall be an event of default under these terms of use.

16. MISCELLANEOUS

- 16.1** These terms of use are governed by and construed in accordance with the relevant laws of both the State of Queensland and the Commonwealth of Australia.
- 16.2** The parties agree that the courts of the State of Queensland and the Commonwealth shall have non-exclusive jurisdiction to entertain any action in respect of, or arising out of, these terms of use.
- 16.3** Nothing in these terms of use shall in any way deem an employee of one party to be treated as an employee or the responsibility of another party, or create any relationship between the parties amounting to a partnership, agency, trust or joint venture.
- 16.4** The rights, duties, obligations and liabilities of the parties shall be several and not joint or joint and several.
- 16.5** If any one or more of the provisions of these terms of use are deemed to be invalid, illegal or unenforceable, then:
- 16.5.1** Such provisions will be severable or will be read down to the extent of any invalidity, illegality or unenforceability and all remaining provisions of these terms of use will remain in full force and effect; and
- 16.5.2** Such provisions will not invalidate or render unenforceable the remaining provisions of these terms of use.
- 16.6** You must not assign, sub-contact or transfer any of your rights or obligations in these terms of use to any person without the consent of CHRC.
- 16.7** No right or obligation under these terms of use will be waived except by notice in writing signed by each party. Any failure by CHRC to enforce any of these terms of use, or any forbearance, delay or indulgence granted by CHRC, will not be construed as a waiver of CHRC's rights pursuant to these terms of use.
- 16.8** Unless otherwise specified in these terms of use or in writing by CHRC, these terms of use constitute the entire agreement between the parties and prevail over any other oral or written agreement, understanding or negotiations we have had with you.

17. USER PERSONNEL

- 17.1** We may require you to replace any staff members working at the Airport in the event we determine their presence is not in the best interest of the Airport.
- 17.2** We must give you written notice of any requirement under Condition 17.1.
- 17.3** Following the receipt of a notice given under these terms of use, you have forty-eight (48) hours in which to investigate the matter, and discuss it with us. This time period may be extended by us at our reasonable discretion.
- 17.4** These terms of use do not entitle us to require you to terminate the employment of or contract with any person, but we may restrict that person's access to the Airport.

18. COMMON USER CONDITIONS

- 18.1** Common User Facilities includes the BHS, the Counters, the Departure/Arrival Equipment, the FIDS, our equipment, and the PA system, and any other common user facilities listed in clause 2.10 which common user facilities form part of the Facilities and Services provided by us if you use the Common User Facilities at our Airport, you must also comply with all of Emerald airports terms and conditions.

19. SCHEDULE 1 AIRPORT CHARGES

These charges as varied from time to time apply for the use of our facilities and services and are exclusive of G.S.T.

1.0 AIRPORT GENERAL ACCESS CHARGE. (AGAC)

N/A

2.0 AIRPORT SERVICES CHARGES (ASC)

2.1 This charge applies to all embarking passengers and disembarking passengers (excluding transit passengers) on scheduled RPT and other aircraft using our airport terminals unless other arrangements are agreed in writing. Current fees and charges can be obtained by visiting Councils website at www.chrc.qld.gov.au

3.0 GENERAL LANDING CHARGES (GLC)

3.1 This charge applies to all civil aircraft operations at our airport regardless of category or class of operation except where the ASC applies or the aircraft is operated for strictly private purposes and is a single engine aircraft less than 5, 700 kg MTOW, or unless other arrangements are agreed in writing:

3.1.1 Notwithstanding clause 3.1 above, an aircraft whose registered owner is a corporate entity will be treated as commercial.

3.2 Fees and charges can be viewed at www.chrc.qld.gov.au

4.0 TRAINING EXERCISES, AIRCRAFT MAINTENANCE & AERODROME CIRCUITS

4.1 All aircraft involved in flight training or aircraft maintenance aerodrome circuits will be charged the GLC for the first hour, and for each hour thereafter based on the GLC calculations above, as opposed to a charge for each landing.

5.0 MILITARY LANDING CHARGES (MLC)

5.1 This charge applies to all military aircraft operations at the airport except where an ASC or GLC applies, or unless other arrangements are agreed in writing.

6.0 SAFETY and SECURITY CHARGE (SSC)

6.1. This charge applies to all embarking passengers (excluding transit passengers) on aircraft using the sterile area of the terminal and SRA unless other arrangements are agreed in writing.

6.2. The charge comprises the proportion of seats contributed by any carrier in any billing period to the total seats generated by all carriers applied to the total cost of security screening and safety operations.

7.0 AIRCRAFT PARKING CHARGES (APC)

7.1 Fees and charges can be viewed at www.chrc.qld.gov.au

7.2 Hangar parking shall be by arrangement with CHRC. Unauthorized use of hangars owned by CHRC is prohibited.

7.3 FEE APPLICABLE from 14th May, 2016

7.3.1 POA

8.0 ROTARY WING CHARGES (RWC)

8.1 No concessions are given for rotary wing operations.

9.0 ULTRA-LIGHT/GLIDER CHARGES (UGC)

9.1 Glider operations from the field are prohibited unless the glider is self-powered and registered in "V.H" category

9.2 No concessions are given for glider operations.

10. BALLOON OPERATIONS

10.1 Balloon Operations are prohibited.

11. AIRSIDE ESCORT (AEC) and PERMIT CHARGES

11.1 This charge applies to:

11.1.1. All vehicles, personnel or activities operating on the airport requiring supervision; and

11.1.2. Persons requiring airside access but not having a valid ASIC; and

11.1.3. All visitors to airport requiring airside access.

11.2 CHRC will:

11.2.1. Escort all vehicles, personnel or activities while airside; and

11.2.2. Issue temporary access passes when required.

11.3 FEE APPLICABLE From 28th May, 2016

11.3.1. Escort duties - \$100.00 per hour calculated in hourly increments and part thereof in full hours to the next hour.

11.3.2. Permit issue - \$10.00 per permit issued.

11.4 Escort of individuals where no vehicle is required will be charged at \$75 per hour or part thereof in full hours or part thereof calculated to the next full hour

11.5 Where Escort is required beyond normal hours of operation a call out fee of \$250 will be applied.

12. AIRSIDE ENVIRONMENTAL CHARGES (AEC)

12.1 Where aircraft operators are responsible and do not complete their own cleanup to our satisfaction, we will clean up any fuel or oil spills and charge you for the time and materials used.

12.2 Fuel drains shall not be dropped on tarmac but disposed of in correct container provided

12.3 Charge rate for cleanup is \$100 plus GST per hour calculated in hourly increments plus cost of materials used and disposal of waste.

13. MINIMUM CLEANING CHARGES (MCC)

13.1 Minimum invoice value is \$100 plus GST.

14. LIQUIDS, AEROSOLS AND GELS CHARGE (LAGS)

14.1 LAGS only applies to international embarking passengers (excluding transit passengers) on aircraft, unless other arrangements are agreed in writing: At this time there is no requirement to screen at Emerald Airport.

15. KEYS AND PROXY CARDS

15.1 For the replacement of lost keys/proxy cards the following charges will apply:

15.1.1 Mechanical keys \$150.00 per key

15.1.2 Electronic keys/cards \$200.00 per key/card

16. CAR PARKING CHARGES

16.1 Fees and charges apply for the replacement of lost keys apply, as per the CHRC fees and charges schedule.

17. REGULATORY AUDITS

17.1 In the case of a regulatory audit and where a non-conformance or a regulatory breach is attributed directly to you, and CHRC receives a penalty notice by way of a financial penalty from the regulatory authority, this amount will be costed back to you by CHRC for full reimbursement.

20. SCHEDULE 2 POWER OF SALE

If we exercise our power of sale under these terms of use, we may sell or agree to sell your aircraft on the airport (and any of its parts or accessories) or any other property of yours on the airport, on the terms and conditions as we think fit.

1.0 Terms and conditions will include but are not limited to the following:

- 1.1** The sale may be by public auction, private treaty or by tender, of cash or on credit;
- 1.2** The sale may be for a price or prices, and any price or prices may be less than market value;
- 1.3** The sale may be with or without special provisions about payment time, or means of payment; and
- 1.4** The sale may allow the purchaser to secure the payment of the purchase price by other security, or without security, and on such other terms as we may agree, without us being responsible for loss.
- 1.5** We may engage or employ anyone in connection with the marketing for sale of your aircraft or any other property as we see fit.
- 1.6** We may enter into, rescind or vary any contract of sale, and resell without being responsible for loss the aircraft or the other property, and execute all documents in relation to the aircraft or the property being sold in your name and on your behalf.
- 1.7** We may do anything to complete any sale which we consider desirable and set aside from the proceeds of the sale any amount which we consider desirable to meet future claims until the possibility of claims being made has ended.
- 1.8** Without limiting any other provisions of this schedule, in consideration of our allowing you or your aircraft to use the airport and the facilities and services, you irrevocably appoint us severally as your attorney for the purposes of exercising our rights under this schedule including selling or transferring the aircraft (and any of its parts or accessories or other property of yours at the airport).
 - 1.8.1** We will apply the proceeds of a sale as follows: In reimbursing ourselves for any costs associated with the sale in or towards the satisfaction of any outstanding charges; and if there remains any surplus, in paying to you or anyone else nominated by you.
- 1.9** If the proceeds of sale are less than the amount you owe us, the outstanding balance remains owing by you and all of our rights against you remain unaffected.
- 2.0** No one dealing with us on a sale of any aircraft (or any of the parts or accessories) or other property of yours under these conditions is bound to inquire what our rights and powers to deal that way are or whether these rights or powers have been properly or regularly exercised

21. SCHEDULE 3

AVIATION SERVICES

This schedule is included for clarity only.

1.0 AIRCRAFT MOVEMENT FACILITIES AND ACTIVITIES MEANS ANY OF THE FOLLOWING

- 1.1 Airside grounds, runways, taxiways and aprons;
- 1.2 Airfield lighting, airside roads and airside lighting;
- 1.3 Airside safety;
- 1.4 Aircraft parking;
- 1.5 Visual navigation aids; and
- 1.6 Aircraft refueling services.

2.0 PASSENGER PROCESSING FACILITIES AND ACTIVITIES MEANS ANY OF THE FOLLOWING

- 2.1 Terminal facilities including but not limited to check-in and baggage handling facilities.
- 2.2 Departure lounges and holding lounges;
- 2.3 Security systems and services (including closed circuit surveillance systems);
- 2.4 Baggage make up, handling and reclaim;
- 2.5 Public areas in terminals, public amenities and
- 2.6 FIDS.

22. SCHEDULE 4 COMMON USER CONDITIONS

This Schedule 4 applies to the use of the common user facilities at the airport terminal.

1.0 CHECK-IN, BOARDING GATE, SERVICE AND OTHER COUNTERS

1.1 Each check-in counter at the airport terminal is equipped with:

- 1.1.1 Motorized baggage belt and baggage injector belt; and
- 1.1.2 Weighing scales; and
- 1.1.3 PA system.

1.2 We will allocate the counter to you in accordance with our allocation rules as specified and defined in our license agreements with each operator.

1.3 Use of counters

- 1.3.1 When vacating a counter you are responsible for the condition the counter is left in
- 1.3.2 You must leave each counter and the immediate area surrounding it in a tidy condition.
- 1.3.3 You must remove your own equipment or stationery at the end of a period of use.
- 1.3.4 Rubbish (including bag tags, used bag tags and bag tag backing paper) must be put into the bins provided and must not be dropped or left on conveyor belts.
- 1.3.5 If you do not comply with these requirements to our reasonable satisfaction, we will clean the counter and surrounding area at your cost.
- 1.3.6 No baggage is to be left unattended.

1.4 Security of counter

- 1.4.1 You must take all reasonable precautions when using each counter to prevent unauthorized entry into the counter area and the BHS.

1.5 Leaving a counter

- 1.5.1 When leaving a counter whether temporarily or at the end of your use, you must leave the counter in a secure condition. Your employee or agent shall ensure no baggage/parcels to be left unattended.

1.6 Ownership of counter position equipment

- 1.6.1 The counter equipment, other than our equipment and other equipment we own, remains the property of the owner of that equipment or the person entitled to ownership of that equipment under any agreement to the contrary between the airline and the supplier.

2.0 OTHER EQUIPMENT WE OWN

- 2.1 The counters and other equipment provided by us remain our property.
- 2.2 You must not part with possession or control of our equipment unless we ask you to in writing.

3.0 BAGGAGE HANDLING SYSTEM (BHS) CONDITIONS

- 3.1 We will provide the BHS for domestic, regional operations, charter operations and general aviation operations, and will allocate the same in accordance with licensing arrangements as appropriate.
- 3.2 You will be trained in the operation of this equipment and shall operate it at all time in accordance with the training.

4.0 ALLOCATION OF DEPARTURE / ARRIVAL EQUIPMENT

- 4.1 We will allocate the use of the departure/arrival counters and equipment to you in accordance with our allocation rules and these terms of use. The allocation of the specific locations will be at our absolute discretion to achieve efficient operation of our airports.

5.0 USE OF DEPARTURE/ARRIVAL EQUIPMENT

- 5.1 You must take proper care of the departure/arrival equipment and follow our reasonable directions for its use.

6.0 TRAINING OF YOUR PERSONNEL

- 6.1 You must ensure that your staff operating the departure/arrival equipment is trained to operate it safely and in a manner to avoid damage to it, to other property and to persons
- 6.2 You must accept responsibility for the training of your staff in the use of departure/arrival equipment.

7.0 DAMAGE TO DEPARTURE/ARRIVAL EQUIPMENT

- 7.1 Except where there is a malfunction in the departure/arrival equipment caused by our negligent act (and only to that extent), you indemnify us for any damage to the departure/arrival equipment caused by your negligent act or omission in operating the departure/arrival equipment or in conducting your activities at the airports.

8.0 CLEANING OF DEPARTURE/ARRIVALS EQUIPMENT AREAS

- 8.1 You must leave the area surrounding the departure/arrival equipment in a tidy condition. If you do not, we will clean the area at your cost.

9.0 FIDS and PA SYSTEMS

- 9.1 We will provide the FIDS core system that provides the information display systems including the central database, the distribution system and the display devices in public areas.
- 9.2 You must ensure that the information displayed on FIDS is current and accurate.
- 9.3 You will amend the flight information data if there is a variation of 5 minutes or more to a flight arrival or departure time immediately upon being notified of this variation.
- 9.4 The information on FIDS is confidential information. You must not give any other airlines information on FIDS to anyone else without our prior written consent other than information displayed in a public area.
- 9.5 You will provide electronic medium artwork of your logo for inclusion in the FIDS system.
- 9.6 The necessary data to generate your logo and other material in FIDS remains your property.
- 9.7 You warrant that you hold copyright in that logo and that your use of the logo and other material does not breach anyone else's copyright or other intellectual property right.
- 9.8 We must not give that logo to anyone else without your written consent.
- 9.9 We may install additional FIDS display panels to private areas nominated by you provided you pay an agreed amount to cover the cost of installing the connection and the cost of the display devices.
- 9.10 We will provide a PA system throughout the airport terminal. You must comply with our reasonable directions concerning the use of the PA system.
- 9.11 You must act reasonably in the use of the PA system and, without limitation; you must restrict your announcements to whatever is operationally required.

10.0 REPAIR AND MAINTENANCE

- 10.1 You must pay us for any repairs to, and maintenance of, the common user facilities or any other property caused by the neglect, misuse or damage by you, your employees, agents or contractors.
- 10.2 We must repair and maintain the common user facilities at our own expense in circumstances other than set out in common user condition below.
- 10.3 You are responsible for the conduct of your employees and agents.

11.0 USE OF OUR EQUIPMENT.

- 11.1 You must take proper care of our equipment and follow our reasonable directions for its use.
- 11.2 You must tell us immediately if any of our equipment is not working or has been damaged. We will repair our equipment as quickly as practicable. You must not allow any person except our employees, contractors or agents to repair our equipment.
- You must give us reasonable access to inspect and to repair our equipment.

12.0 TERMINATION OF RIGHT TO USE COUNTERS.

- 12.1 **We may terminate your right to use the counters and the BHS immediately:**
- 12.1.1 By giving you written notice if you omit or fail to observe any of these terms of use, and you do not remedy the breach within 14 days of receiving a written notice from us to do so; or
- 12.1.2 When you cease to conduct or provide regular passenger air services at our airports.
- 12.2 If your right to use counters and the BHS ceases, or if we have terminated your right, you must immediately pay to us any amounts outstanding for charges payable under these terms of use, which includes charges payable under these terms of use.

13.0 HANDLING AGENTS

- 13.1 Where you have an agreement with a handling agent, the terms of that agreement must not be inconsistent with any of these terms of use.
- 13.2 You must inform the handling agent of your obligations under these terms of use.
- 13.3 We may send our invoices for the charges payable under these terms of use to your handling agent. You acknowledge that despite this you are the person responsible for payment of the charges in accordance with the terms of our invoice.

14.0 ACTS, REGULATIONS AND RULES.

- 14.1 You accept that we are responsible for administering and operating the airport.
- 14.2 You must ensure that your employees, contractors and agents do nothing to prevent us from observing our obligations under any Act and any by-laws made under those Acts and to indemnify us against any claim if they do.
- 14.3 You agree that we can make rules for the day to day operation of our airports that will bind you. You and your employees and agents must comply with those rules at all times.

15.0 AIR NAVIGATION REGULATIONS.

- 15.1 You and we acknowledge that all carriers are required to operate in accordance with, without limitation, the *Air Navigation Regulations* and all other applicable Australian laws and International instruments.

16.0 PROHIBITION ON CONDUCTING UNACCOMPANIED BAGGAGE OPERATIONS.

- 16.1 You must not use any counter or the BHS to accept from any person baggage or cargo for transportation and distribution baggage which is being sent as unaccompanied baggage or cargo.

23. SCHEDULE 5

AIRPORT RULES

These terms of use have been formulated in the interest of all parties to establish the operating principles for the shared and common user facilities. The detail contained is intended to convey a general understanding of the terms of use and its application. Should greater explanation be required, the matter shall be referred to airport management.

1.0 AIRSIDE VEHICLES

- 1.1. All vehicles that are to operate airside shall be registered with Emerald airport and display a current AVP and shall not be driven airside unless they comply with the conditions contained in the Emerald airports Airside Drivers Handbook.
- 1.2. All airside vehicles shall be registered and insured.
- 1.3. Airside operators who operate airside vehicles must have public liability insurance. Copies of all current documentation are required by CHRC.
- 1.4. Only vehicles approved to operate airside by CHRC shall be allowed to access airside areas.
- 1.5. Operators shall at all times obey any and all directions given by airport management, ARO's or any other delegated CHRC employee. Failure to comply may result in an airside breach notice.
- 1.6. All operators of airside vehicles shall comply with all airport and civil aviation rules, regulations and procedures.

2.0 ASIC'S

- 2.1 All personnel authorized to operate airside shall display their valid ASIC as required by regulations.

3.0 ADP

- 3.1 Emerald airport requires that anyone operating mobile equipment airside shall possess an Emerald airport issued ADP.

4.0 BAGGAGE SYSTEM

- 4.1 Emerald airport requires that anyone operating the baggage system;
 - 4.1.1 use the emergency stop (E Stop) buttons for emergencies only,
 - 4.1.2 does not operate or interfere with the main control cabinet,
 - 4.1.3 does not walk/stand/ride on the conveyor system or carousel at any time,
 - 4.1.4 stays outside of any painted lines at all times,
 - 4.1.5 does not put items that are oversized, fragile or light weight and does not put bottles on the BHS,
 - 4.1.6 does not bypass security screening whilst in operation,
 - 4.1.7 monitor the access shutters when the carousel is operating,
 - 4.1.8 secure the carousel and access shutters when not in use.

5.0 DANGEROUS GOODS (DG) HANDLING

- 5.1 DGs are to be handled in accordance with individual company DGs Policy and IATA. No DGs are to be held or stored within the terminal this includes fuel for airside vehicles and de-icing fluid.

6.0 BOARDING GATE OPERATIONS

- 6.1 All boarding gate doors are to be locked unless immediately attended. Access is to be controlled when boarding gates are unlocked. All passengers are to be escorted when airside.

7.0 CAR PARKING

- 7.1 Car parking at the airport has been established for the convenience of the travelling patrons of the Airlines and shall not be compromised by staff and services vehicles occupying prime spaces. Staff are required to park all vehicles including motor vehicles, motor bikes, motor scooters or any other form of personal transport, in the area designated for staff parking. Relevant stakeholders are issued with car park permit stickers. Staff parking is permitted at the discretion of CHRC on a user needs basis and can be revoked at any time if misuse or breaches occur. CHRC reserves the right to introduce a mandatory issuing, replacement and renewal fee at its discretion.

8.0 CHECKED BAG SCREENING

- 8.1 Checked bag screening will be conducted in accordance with Emerald airports TSP.

9.0 DRUGS AND ALCOHOL

- 9.1 Drugs and alcohol will be dealt with in accordance with Emerald airports DAMP and your own company DAMP.

10.0 FIDS

- 10.1 FIDS information is to be kept up to date by the airline/representative as per Schedule 4.

11.0 GSE PARKING & STORAGE

- 11.1 GSE required for an operation shall be stored in the nominated equipment storage area and moved to the defined airside

parking area no more than 30 minutes prior to estimated time of arrival of the aircraft. GSE shall be returned to the nominated storage area no more than 30 minutes after departure of the aircraft involved in the operation.

12.0 KEYS AND PROXY CARDS

- 12.1 Access keys/proxy cards provided for you must be carefully treated stored safely.
- 12.2 Lost keys/proxy cards shall be reported to Emerald airport as soon as it is realized that the key cannot be found.
- 12.3 If the key/proxy card that is lost gives access to a security restricted zone a Statutory Declaration detailing the circumstances shall be given to Emerald airport within 24 hours and before a replacement key is provided.
- 12.4 Replacement keys/proxy cards shall be purchased in accordance with Schedule 1.

13.0 MOVING AIRCRAFT

- 13.1 The apron parking areas are reserved for operations for RPT activities and for a maximum period of 1 hour during normal operations. Parking of a greater duration than 1 hour is not permitted. Disabled aircraft shall be moved immediately upon request from Emerald airport. You must have arrangements in place to move a disabled aircraft including access to a tractor or tug and a tow bar to fit the aircraft always available at the airport. Staff must be trained to move aircraft if required.
- 13.2 The security of aircraft is the responsibility of the aircraft owner or operator.

14.0 PASSENGER QUEUING SYSTEMS

- 14.1 Passenger queuing system shall by agreement with Emerald airport. Emergency egress shall not be restricted.

15.0 PERIMETER SECURITY

- 15.1 Airport perimeter security and access control shall be maintained at all times. The Airside boundary is marked by security fencing, barriers and signage.

16.0 PASSENGER SCREENING

- 16.1 Passenger screening shall be conducted in accordance with Emerald airports TSP.

17.0 PA SYSTEM

- 17.1 The PA system shall only be used for flight information, emergency or security related issues.

18.0 RUBBISH REMOVAL

- 18.1 Rubbish removed from aircraft shall be placed in bins landside. Emerald airport may choose to provide a large skip or bin for use by all airport users and recover costs proportionally. There shall be no bins of any description placed within the terminal or landside or airside other than those provided by Emerald airport.

19.0 SECURITY

- 19.1 Security is the responsibility of everyone and is to be enforced in accordance with the Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005 and Emerald airports TSP as they apply.

20.0 SECURITY RESTRICTED AREA (SRA)

- 20.1 The SRA is denoted by a blue line on the apron and is active between 30 minutes prior and post the arrival/departure of an RPT screened air service. All personnel authorized to operate within the SRA shall display their valid red ASIC as required by regulations. When not active, the SRA remains as airside.

21.0 SIGNS AND NOTICES

- 21.1 All signs and notices displayed shall be observed at all times. Airport signage is not to be removed or obscured. No signs or notices are to be erected without the consent of Emerald airport.

22.0 PROXIMITY CARDS

- 22.1 Relevant stakeholders are issued with proximity access cards. These cards are issued at the discretion of CHRC on a user needs basis and can be revoked at any time if misuse occurs. You agree to keeping your access cards secure at all times and shall report any losses immediately. All door areas accessed by you must be secured after you enter or exit them. Doors left unsecured constitute a security breach and punitive action by CHRC may be initiated. CHRC reserves the right to introduce a mandatory issuing, replacement and renewal fee at its discretion.
- 22.2 Persons applying for airport access proximity cards are required to fill in the documentation provided upon request by CHRC and must sign and agree to abide by the all levels of the agreement. Failure to do so or if breaches of the agreement occur CHRC may exercise its authority to terminate secure access to airport infrastructure.
- 22.3 CHRC reserves the right to introduce a mandatory issuing, replacement and renewal fee at its discretion.

24. SCHEDULE 6 SPECIAL CONDITIONS

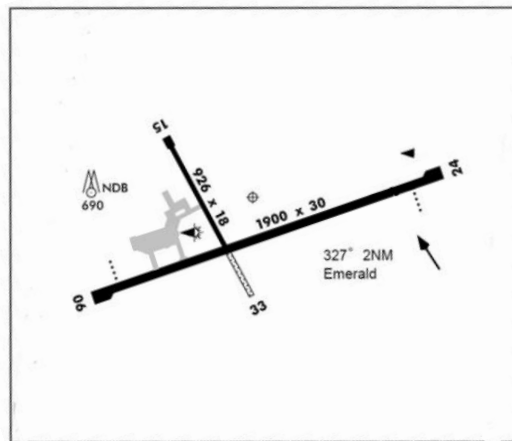
These special conditions reflect the agreement between you and us as documented in a Memorandum of Understanding (MOU).

25. EMERALD AIRPORT DETAILS

25.1 AIRPORT DETAILS

25.2 Details of airport including boundary zones and other security requirements can be accessed by approved operators through Emerald airports TSP.

25.3 Details of airports runway configuration is outlined below.



26. SIGNATURE PAGE

EXECUTED as an agreement.

.....
SIGNED for and on behalf of:
Central Highlands Regional Council
Emerald Airport

.....
Date

.....
Signature of Witness

.....
Name of Witness (print)

EXECUTED BY:

.....
Signature of director/company secretary
(Please delete as applicable)

.....
Name of director (print) Name of director/company
secretary (print)

In the presence of:

.....
Signature of witness **[name of signatory]**

.....
Name of Witness (print)

