

GOLDEN EAGLE AIRLINES



**POSITION BRIEF FOR
LICENCED AIRCRAFT
MAINTENANCE
GOLDEN EAGLE AIRLINES**

August 2006

INTRODUCTION

Golden Eagle Airlines has undergone some significant changes over the past few years resulting in enormous growth and a change of direction for the company. In order to have a clear picture of this position, it is important that the prospective LAME understand what has happened and the direction that the company is taking. No doubt this direction will further develop in coming years, however, this position brief aims to give a clear perspective on where the company stands currently, what its intended direction is and the role of the LAME in the company.

BACKGROUND ON THE COMPANY

Company History

The company commenced operations as Golden Eagle Aviation Pty Ltd in Port Hedland in April 1990 operating a twin engine Piper Twin Comanche to carry out aircraft charter. In those days Keith Russell was Chief Pilot/Manager and Mary Russell carried out some administrative and marketing duties on a part time basis.

In 1992, business had grown to the point where we acquired a second aircraft and a second pilot. The business carried on doing ad hoc aircraft charter until 1994 when a number of significant changes occurred.

In November 1994 we commenced aircraft ground handling operations for Qantas/Airlink and became air cargo agents for Australian air Express.

Early in 1995 we commenced low capacity RPT operations from Port Hedland to Marble Bar, Woodie Woodie and Telfer on a charter basis using a Beechcraft Baron. This arrangement continued until August of the same year when we were awarded a contract to service this route on a Regular Public Transport basis using a Piper Navajo, which we purchased from the RFDS in Alice Springs. During this period we continued to carry out ad hoc charter in addition to the twice-weekly RPT service.

During 1996 we commenced flying RFDS clinic flights on a shared basis with other operators in the area. Early in 1997 after satisfying the RFDS that we could meet their requirements, we were awarded a contract to fly all of the RFDS clinic flights in the Pilbara Region.

Late in 1996 we took steps to introduce training and checking system in the company to support the business as it grows. During 1997 CASA approved our training and checking system and Keith Russell was approved to be the company Check and Training Captain.

As a result of the Newman to Port Hedland RPT route being dropped by Ansett and subsequently Skywest Airlines, and at the request of the East Pilbara Shire and the WA Department of Transport, we ceased operations from Port Hedland to Marble Bar, Woodie Woodie and Telfer and commenced RPT operations between Newman, Marble Bar and Port Hedland in June 1997. We acquired the Piper Chieftain from the RFDS in Adelaide to service this route. This service was subsidised by the East Pilbara Shire and the Department of Transport, however, due to the poor loadings, we ceased the service in May 1998.

Early in 1998, after meeting stringent audit requirements, we received approval to be able to carry BHP Iron Ore personnel when their primary contractor Pearl Aviation is unable to service BHP's requirements.

In April 1999, we were awarded the Australian air Express agency in Karratha. We now provide courier services on behalf of Australian air Express in both Port Hedland and Karratha. In addition to this, Australian air Express was awarded the Australia Post Contract in July of 1999 and we provide line haul services to carry mail on a daily basis between Port Hedland, Roebourne, Wickham and Karratha.

In January 2000, we employed a Chief Engineer and established an aircraft maintenance business, which is desperately needed in the Pilbara region.

In January 2001 we were awarded a contract to provide RASS service to the communities south of Kununurra. In the following month we also were awarded a contract to provide a mail service to the communities west of Kununurra.

In September 2001, a number of changes occurred in our business. We took on the operation of the aircraft charter services based in Derby that were previously operated by Aerial Enterprises. At the same time, Ansett Australia ceased to operate and Qantas commenced services into Port Hedland on a twice-daily basis. We employed the majority of the ex-Ansett staff and we are now handling all Qantas flights into Port Hedland.

Since late 2003 we have been providing the RPT services between Derby and Broome on behalf of Skippers Aviation. On 1 July 2004, we started RPT services between the communities on Port Hedland, Broome, Derby, Fitzroy Crossing and Halls Creek in our own right.

In August 2006, we provide regular and ongoing services to the following major clients:

The Royal Flying Doctor Service	Australian Air Express and Australia Post
Qantas Link/Qantas	Qantas Business Travel
Ministry of Justice	National Jet Systems
Brinks	Shire of East Pilbara
CALM	FESA
Henry Walker Eltin	Aztec Resources
Marubeni Australia	Mitsui
Robe River Mining Company	BHP Billiton
Dampier Salt	Health Department
DoTaRS	WA Department of Premier and Cabinet

Personnel and Management Structure

Management Team

Golden Eagle Airlines is steered by its directors, Keith and Mary Russell. The day-to-day management of the company is augmented by a management team, which includes the General Manager, Safety Manager, Chief Pilot, Engineering Manager, Aviation Operations Manager, Ground Operations Manager, Air Cargo Manager and Administration Manager.

The management style of our company is quite democratic and leadership is very much by example. Although the various team leaders have overall responsibility for their area, they are also expected to carry out many "hands on" duties to ensure the relevance of their management.

All company employees are expected to work as a team. Although each person has a defined area of work accompanied by its responsibilities, we encourage cross training of staff to enable team members to carry out other duties during busy periods.

Personal Profile - Company Directors

Keith Russell

Keith, who is a Director of Golden Eagle Airlines, has approximately 26 years experience in the aviation industry.

He is an extremely experienced pilot holding an Airline Transport Pilot Licence and in excess of 7,500 flying hours. He is also the company's CASA approved Training and Check Captain. Positions he has held and his time in the industry have given him considerable experience and knowledge of the industry and this in turn has developed Golden Eagle Airlines into the company it is today.

In addition to the above, Keith has also involved himself with church and community groups over the years. He is well known for his ability to be committed to projects he embarks upon, his versatility and foresight into a variety of situations.

Mary Russell

Mary Russell, who is a director of Golden Eagle Airlines and the Port Hedland Port Authority, has a strong background in human resource and financial management with seventeen years experience in the field.

Mary graduated from the University of Western Australia in 1982 with a Bachelor of Arts degree, majoring in Chinese History and Japanese language.

Since then Mary has held several senior management positions with the Northern Territory and West Australian governments and has worked in the aviation industry for the past twelve years. Her experience, knowledge and contribution augment those of Keith's, creating a solid foundation for the direction of the company.

General Manager

Our new General Manager, Brian Whitaker, will commence with Golden Eagle Airlines on 18 September 2006.

Brian, who hails from New Zealand, has spent the last five years as Manager Ground Operations for the National Jet Group. Prior to this, Brian has had many years experience managing various aspects of airlines such as Origin Pacific Airlines, Eagle Airways, Air Pacific and Ansett Pacific Airlines.

Areas that Brian has managed with these airlines include airline operations, engineering, customer services, ground support, quality assurance, cargo and sales.

Organisational Structure

Please refer to our web site at www.goldeneagleairlines.com/employment.html

ENGINEERING SERVICES, STAFFING AND FACILITIES

Golden Eagle Airlines holds its own certificate of approval with approved maintenance bases in Port Hedland Broome and Derby. Our Certificate of approval allows us to carry out maintenance on our own A Class and B Class maintained aircraft as well as other operators B Class aircraft up to 3,500 kgs.

Our Engineering Manager is located at our Derby base where we also employ other LAMES, AMEs and apprentices. We are currently recruiting engineers for Derby and Broome and have employed a pilot engineer for Port Hedland who is in a training period in Derby prior to taking up his position in Port Hedland.

We are currently in a transition phase as we are taking up the Integrated Aviation Software system of maintenance control. Please refer to www.dsa.com.au for more information about this. The procedures that we have in place are appropriate to airline operations and are regularly audited by CASA. Overall our maintenance operations are audited not only by CASA but also by several of our customers such as BHP Billiton, the Royal Flying Doctor Service, and the Ministry of Premier and Cabinet.

We have seven aircraft that are maintained to class maintenance for RPT. These are the Piper Chieftains and Piper Navajos. Additionally our Islanders are in the process of changing over to A class maintenance. The aircraft are maintained in accordance with the manufacturers system of maintenance incorporating phase checks 1, 2, 3 and 4 at 50 hourly intervals. This alleviates the situation of 100 hourly checks where aircraft are often on the ground for several days at a time.

Our maintenance procedures are outlined in our maintenance control manual (a copy of which is available on request).

Currently we are operating fifteen aircraft. These are as follows:

- Based in Derby - two Piper Chieftains, one Piper Navajos, one Piper Seneca, two Britten Norman Islanders and three Cessna 206 aircraft
- Broome – two Piper Chieftains
- Based in Port Hedland - Piper Chieftain, Piper Navajo and Piper Seneca
- Based in Kununurra - Britten Norman Islander

Derby

In Derby we have two aircraft hangars for storage of aircraft. The larger of the two, which is big enough to hangar three Islanders and two Navajos at the same time is the hangar, is the hangar which we use for maintenance. This hangar has the engineering offices, storerooms, workshops and rest facilities included. It is also fully equipped to handle our maintenance requirements. All our engineering staff are currently based in Derby. However, our intention is to have engineering staff at each base.

Our Engineering Manager is required to have a significant background in aircraft engineering. Along with the Engineering Manager, we currently have five full time positions for LAMEs working in Derby. Amongst this group, they have airframe, engine, electrical and instrument coverage. We also employ AMEs and one apprentice.

Broome

Our Broome base is relatively new having commenced operations from Broome on 1 July 2004. We currently have our Chief Pilot, two line pilots and a Customer Services Officer working here. We are renting a hangar and office space in Broome. We will be recruiting two LAMEs here in the very near future.

Port Hedland

Our hangar in Port Hedland is fully equipped to provide maintenance services for our aircraft based in Port Hedland. The hangar was built in 1999 and can accommodate two Navajo aircraft and a Piper Seneca at the same time. We currently have a Chieftain, Navajo and a Seneca based in Port Hedland.

As there are currently no independent maintenance services in the Pilbara, there are significant opportunities to develop the business by servicing other operators. We are in the process of reviewing the opportunity to recruit either a LAME or Pilot/Engineer for the Port Hedland base.

Kununurra

We have access to the use of a hangar in Kununurra. Until we are able to employ an engineer in Kununurra, the aircraft we have based there are being ferried to Derby for servicing.

THE POSITION OF LICENCED AIRCRAFT MAINTENANCE ENGINEER

Reason for Vacancy:

General expansion and creation of new positions.

Information about this Position

This position is based in the North West of Australia. We currently have maintenance facilities in Port Hedland, Broome and Derby. Derby is our largest engineering base.

As part of the Engineering Team, the role of the Licensed Aircraft Maintenance Engineer is to ensure that all engineering work is carried out in accordance with company and CASA procedures and regulations. This role will be very much a hands on role. A fundamental part of this role will be to ensure that all work is carried out in a safe manner and in accordance with the company Safety Management Program. We wish to foster a culture of safety in every aspect of our operations.

We are looking for someone who is committed to a team environment based on safety. The person we are looking for must also be thorough, have good organisational skills and an ability to encourage the rest of the team to excellence.

Part of this position will also include liaison with customers to ensure smooth operations. One of our objectives is to increase the amount of work that is carried out in order to build our business.

As our engineering work is a seven-day operation, the successful person must also be prepared to work some Saturdays and Sundays. Generally speaking the Licensed Aircraft Maintenance Engineer will be required to work forty hours with two days off per week. This will also include weekend work, as most of our aircraft are only available for maintenance on Saturdays and Sundays. Having said this, however, there is an expectation that when things are busy that all hands will be on deck. This is offset by the opportunity for long weekends during slower periods. In the past, the company's busiest months have been from May to October and there is plenty of work during this period to keep several engineers quite busy. It is important to note, however, that even when it is busy, safety is paramount and all staff must take adequate rest periods to ensure that they are well rested and alert.

Main Challenges of this Position:

Licensed Aircraft Maintenance Engineers employed by Golden Eagle Airlines must:

- Be safety conscious and team focussed
- Pay attention to detail
- Understand the challenges of working in a remote area
- Be willing to work in warm conditions

Travel Requirements:

Travel to other regional ports may be required from time to time.

Performance Measurement

All company employees are required to participate in a performance management program that is designed around a person's job description. This program also includes opportunities to participate in job related training that will increase skill levels and improve each employee's career development.

Performance Review Period:

Initially it will be after six months, and then every 12 months thereafter.

Salary and Conditions

The salary package is negotiable dependant on previous experience and qualifications, however, we envisage a commencing salary package for airframe and engine licensed engineers who have some experience will be in the vicinity of \$65,000.00 per annum. This amount also includes a tax-free housing benefit of \$10,400.00 increasing the nett salary. Five weeks annual leave.

APPLICATIONS

In applying for this position, please submit a copy of your CV and also a statement that addresses the selection criteria contained in the attached Job Description Form. These documents should be forwarded to Mary Russell at mary@goldeneagleairlines.com Any queries regarding this position should also be addressed via email to Mary in the first instance.

GOLDEN EAGLE AIRLINES

JOB DESCRIPTION

1 POSITION DETAILS

POSITION TITLE : LICENCED AIRCRAFT MAINTENANCE ENGINEER

LOCATION : AUSTRALIA'S NORTH WEST

2 REPORTING STRUCTURE

REPORTS TO : Engineering Manager
|
THIS POSITION : Licensed Aircraft Maintenance Engineer
|
REPORTS TO THIS POSITION : AMES and Apprentices

3 KEY RESPONSIBILITIES

Corporate

Each employee has a responsibility for the following integral aspects of our business:

- To provide each of our customers with a quality service that exceeds their expectations
- To have a commitment to safety and carry out all duties in a safe manner
- To have a commitment to co-workers to build harmonious relationships and work as a team
- To have a commitment to continuous improvement at a corporate and individual level

Individual

Responsible for carrying out safely day to day engineering operations under the direction of the Engineering Manager to ensure that operations are safely carried out in a timely manner and in accordance with CASA and company procedures manual and to customer satisfaction. Carries out administrative duties associated with engineering work carried out. Carries out other duties to ensure that aircraft are airworthy and that customers are provided with services that they require.

4 STATEMENT OF DUTIES

- 1 Carries out day-to-day engineering operations. These duties include, but are not limited to, the following:
 - Carries out maintenance of all company aircraft in accordance with manufacturers system of maintenance, the company maintenance control manuals, and CASA regulations and as directed by the Maintenance Controller in an efficient and timely manner so that the flying operations of the company can be operated smoothly.
 - Carries out administrative functions associated with engineering work
 - Carries out administrative duties as directed by the Engineering Manager including customer service, general office duties, answering of telephones and ensuring that the presentation of the office area, the hangar and company facilities are well maintained.
 - Participates in staff meetings with other people in the company to ensure smooth operations of the company as a whole.
 - Carries out all duties safely in accordance with customer requirements and as laid down in applicable procedures manual.
- 2 Liaises with Engineering Manager to ensure that he is well informed regarding the state of the engineering operations.
- 3 Carries out other duties as required to ensure that aircraft have minimal down time and that our customers are receiving good service.

5 SELECTION CRITERIA

- 1 Hold airframe licences groups 1 and 3 and engines groups 1, 3 and 5 with experience working with Piper aircraft. Electrical, instrument and radio licences desirable.
- 2 Superior trouble shooting and problem solving skills.
- 3 Superior communication and interpersonal management skills.
- 4 Demonstrated ability to be a team player.
- 5 Previous experience in aircraft maintenance.
- 6 Well developed analytical skills including an ability to interpret policy and procedure documents.
- 7 Proven commitment to safety and a safe, harmonious work place.
- 8 Strong customer focus with an ability to anticipate customer needs.
- 9 Proven commitment to continuous improvement.
- 10 C class driver's licence with a good driving record.

6 APPOINTMENT FACTORS

LOCATION: North West Airports

7. CERTIFICATION

(i) GENERAL MANAGER

Signature:

Date:

(ii) As occupant of this position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME SIGNATURE DATE