

Oamaru Airport Health and Safety Management Plan



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1. Introduction

Oamaru Airport is a small, regional airport that is situated on Waitaki District Council owned property in a rural setting between the two settlements of Oamaru and Glenavy. Oamaru being situated approximately 8.8 nautical miles to the southwest (210 degrees) to the south of the aerodrome and Glenavy approximately 3.5 nautical miles to the north east (013 degrees) geographically. The Council leases surrounding land for grazing and other farm activities such as cropping. Land to the west of the aerodrome is predominantly privately owned land for rural activities most of which is farmed. The Pacific coast line is approximately 1.7 nautical miles east of the airport. Common weather conditions include low level saturated low cloud generated by the close proximity of the Pacific Ocean providing a blanket effect for birds in flight at lower levels and strong north westerly conditions with little or no cloud.

There are three resident aviation operations established at the airport

- Heliventures NZ Limited
- North Otago Aero Club
- New Zealand Airline Academy Limited (Aviation College)

Both Heliventures and the Aviation College are very active, operating light aircraft on either Commercial Transport and Agricultural activities or Flight Training. In addition to these resident businesses, there are also casual users and infrequent corporate jet activities.

Note: The runway is operationally long enough to accept non-regular Q300 or ATR72 type aircraft operations.

1.1 Purpose and Objective

The airport is operated as an Airport Authority managed by Waitaki District Council. As the Oamaru Airport is considered a non-certificated airport, classified under Civil Aviation Rule Part 139, there is no legal Civil Aviation requirement to have a comprehensive Safety Management System (SMS) in place. However, Waitaki District Council take the Health and Safety of not only the airport users, WDC staff but also the public and all visitors to the airport seriously.

The purpose of the 'Oamaru Airport Health and Safety Management Plan' is to ensure there is a clear and transparent health and safety procedure to follow and the overall objective is to make health and safety an integral part of Oamaru Airport operations, enabling a positive safety culture. The implementation of the Health and Safety Management Plan will promote the development of an effective safety culture within the airport organisation and build stronger relationships with users and third-party organisations.

1.2 Implementation Schedule

The target dates for the implementation of the airport's Health and Safety Management Plan is as follows:

- **27th April – 4th May 2020** – Property Officer to compile draft document for Property Manager and Asset Business Advisor to comment
- **11th – 22nd May 2020** – Property Officer to send to Simon Lockie and Bill Nelson (WDC Health and Safety Officer) for comment
- **27th May 2020** – Property staff to send to airport users regarding proposed management plan. Users will have 2 weeks to provide feedback and arrange discussion with WDC Representative (if required)
- **10th June 2020** – Incorporate lessons learned and update processes and procedures, final draft
- **24th June 2020** – Final draft to Waitaki District Council Executive Management Team for comment
- **15th July 2020** – Implement Final H & S Management Plan and development MOU and Term and Conditions for Airport Users

1.3 Health and Safety Management Plan Ownership

This Health and Safety Management Plan is the property of Waitaki District Council

Overall implementation oversight and governance of the Health and Safety Management Plan rests with the Chief Executive of Waitaki District Council with responsibility for the execution of the plan resting with Waitaki District Council property staff.

The Chief Executive and Management of Waitaki District Council and Operational Users of the Oamaru Airport are fully committed to the successful integration of this Health and Safety Management Plan into the operation of the airport.

1.4 Version

Version	Effective	Reason for Change	Changed by
1.0	15 th April 2020	Initial issue	Annette Houston
2.0	16 th June 2020	Draft to Publish	Annette Houston

Amendments

This Health and Safety Management Plan is a working document, and amendments will be carried out as required. When such amendments are carried out, WDC property staff will ensure airport users are aware of the changes through the scheduled meetings.

2. Risk and Hazard Management

2.1 Purpose

The objective of a safety management report system is to identify health and safety hazards and risk, to prevent occurrences, incidents or accidents, and to manage those hazards and risks that may impact Oamaru Airport users.

It is the expectation of Waitaki District Council that all occurrences (Including 005 and Aviation related concern – (ARC)s), incidents, accidents, concerns or suggested improvements are reported to a WDC Safety group Representative as soon as possible, initially verbally will suffice, however then followed up in writing, as soon as practically possible. Any accidents or high risk issues need to be reported immediately.

2.2 Management of Hazards and Associated Risk

A hazard or risk is an activity, event, circumstance, situation or occurrence that is an actual or potential cause or source of harm. Harm means injury, illness or both and includes either mental or physical harm.

When identifying hazards or risks it is important to consider the number of times a person may be exposed to the hazard or risk, and the potential effect that hazard or risk may have on a person.

The Hazard Register provided in Appendix J provides information about the hazards and associated risks to airport users. It must be periodically reviewed (ideally at each Health and Safety meeting, but no less than annually) and updated by the appropriate WDC staff member on behalf of the Safety group.

2.3 Airport Users Responsibilities

- Comply with New Zealand CAA legislation, rules and procedures
- Follow instructions regarding hazards and risks
- Co-operate with the monitoring of airport risks

- Report hazards and risks to a WDC representative
- Report any accidents, incidents, occurrences, improvements and injuries in writing to a WDC Representative
- It is the responsibility of all airport users to comply with all WDC Health and Safety policies and procedures and any policies regarding the use of the airport facility, for instance, any fuel facility procedures.

Under the Civil Aviation Act it is the pilot's responsibility to report any accidents or incidents involving an aircraft to CAA. In addition, WDC also require such incidents are reported to Council.

2.4 Waitaki District Council Responsibilities

Waitaki District Council are committed to providing a safe space for all operators, users and members of the public that visit the Oamaru Airport. WDC staff will ensure:

- The information in this document (The Health and Safety Management Plan) is on the agenda for each Airport User Safety group meetings and reviewed and amended as required - minimum once per year
- To ensure any new hazards identified are communicated to the airport users and added to the hazard register – found in Appendix I of this document.
- Any such hazard or risk is investigated and appropriate corrective actions are undertaken to prevent any future incidents - that are the responsibility of WDC
- Any action points identified from the Safety group members are investigated and/or actioned prior to the following scheduled meeting.
- To ensure NOTAMs are issued when required, for the purpose of carrying out scheduled maintenance, reactive works, or any other reason WDC see fit.
- Provide any safety critical information to airport users as required.

2.5 Risk and Hazard Identification

Risk assessment – Risk assessment is a decision step based on combined levels of severity and likelihood. Is the risk acceptable? If so, the overall risk is recorded and operations commence. If the risk level is unacceptable, risk controls and or corrective actions may be needed in order to minimise the risk to an acceptable level.

Risk control – if one or more risks are unacceptable, risk controls and corrective actions must be developed and implemented. These may be new processes or equipment, or changes to existing ones. Risk controls require regular monitoring to ensure they are effective. The system is then evaluated with the proposed controls in place to see if the level of risk is now acceptable. Initial monitoring and a follow up audit of each specific control are then performed, until it is determined that all identified risks for the proposed operation, change etc., have either been accepted or mitigated to acceptable levels.

Hazard identification - when hazards are identified and reported, they are then analysed for their injury and damage potential. Each hazard is analysed in terms of likelihood of occurrence and severity of the resulting consequences.

Risk likelihood is the likelihood that a situation of potential danger might occur. **Risk consequence** is the possible consequence as a result of a hazard or risk. Once the risk likelihood and risk consequence levels have been determined, this will result in a risk index for the particular hazard or risk. (See table 1 below)

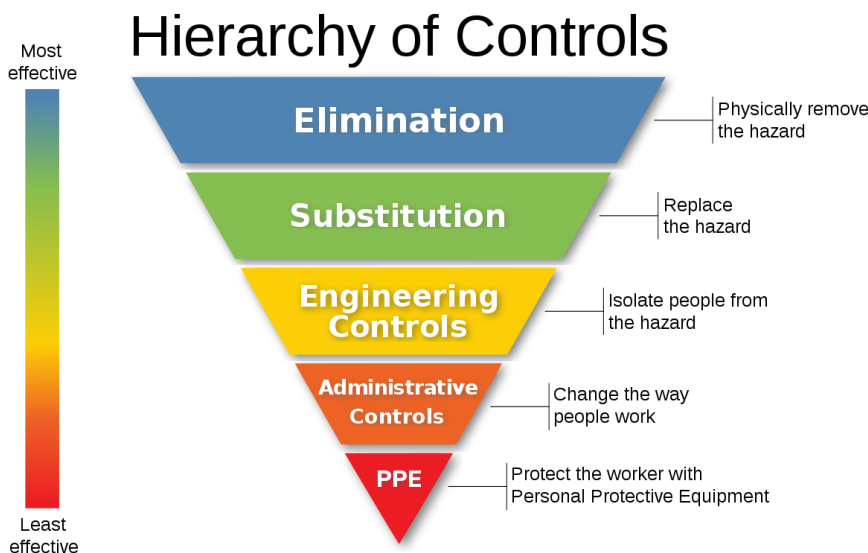
CONSEQUENCE					
LIKELIHOOD	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	Low	Low	Low	Low	Medium
2 Unlikely	Low	Low	Low	Medium	Medium
3 Moderate	Low	Low	Medium	Medium	Medium
4 Likely	Low	Medium	Medium	Medium	High
5 Highly Likely	Low	Medium	Medium	High	High

RISK RATING		
CODING	LEVEL OF RISK	LEVEL OF ACTION REQUIRES
RED	High Risk	Immediate action required
YELLOW	Moderate Risk	Control measure establishment required
GREEN	Low Risk	May require control measure or considered “acceptable”

After categorising the hazard or risk controls must be put in place to mitigate that risk (if required). The action steps to be taken are:

ELIMINATE – Eliminate the hazard or risk at the source by removing it

MINIMISE – Minimising the effects of a hazard or risk may only be considered if it is not possible to eliminate the hazard or risk. Minimising the effect of a hazard or risk may include (but is not limited to), signage, training or education, standard operating procedures or protective equipment.



3. Airport Users Safety Group

The Airport Users Group Safety Group is responsible for discussing the management of hazards, evaluating risk/s and identify actions for the control and reduction of risk/s. Once hazards are identified, the risk associated with

them must be assessed, mitigated where possible and added to the Hazard Register by an appointed Waitaki District Council staff member.

The purpose of the group is to assess any safety occurrences or newly identified hazards and where necessary prescribe changes to the hazard register to ensure future safety for the airport users.

Safety matters may be brought to the attention of the group by any person, and airport users are encouraged to be proactive about safety. If a matter is brought to the attention of a group member, they should inform the rest of the group.

Selecting the Group

Diversity is important - The Safety group should be made up a representative from each of the various types of operators at the Airport. These should include commercial & non-commercial interests across the various disciplines to ensure a balanced view point, and ideally result in a group of between 6 – 12 members. There is likely to be a crossover of skills and people may represent more than one group.

Representatives should include: (if these groups are active at the aerodrome)

- Commercial Pilots – fixed wing and rotary aircraft
- Commercial Operators – Skydiving, Charter, Agricultural, etc.
- Flying Instructors
- Aero Club
- Recreational Pilots & Operators - Fixed wing, rotary aircraft, glider, skydiving, hangar owners, etc.
- Ground keeping staff
- Airport Management and/or Airport Operator

With this range of talents and experience on board, issues are dealt with efficiently and with lasting results and a spirit of cooperation.

Only one representative from each organisation is asked to attend the user group meetings, it is then expected that whoever attends the meeting relays any information back to their organisation as required.

A list of current group members can be found in Appendix J.

Frequency of Meetings:

The group should aim to meet quarterly or as often as necessary when issues are raised.

Virtual Meetings by email will often be enough. Although at least one annual face-to-face meeting should occur. A template for these meetings can be found in Appendix K.

Scope of group:

The group will preside specifically over the Health & Safety management of the Airport and specifically the Operational Areas and Aeronautical Procedures (i.e.: Landing Plate, etc.).

The master documents for Operational Health and Safety are the Landing Plate (AIP Vol 4) and the “Terms & Conditions of Use” for the airport. The latter should always be published to the operator’s website and available by electronic copy or hard copy as requested.

The Landing Plate, Terms and Conditions and this document are considered living documents that are always open to review and refinement as requirements change and evolve.

If/When matters are brought to the attention of the group the process should be as follows:

- Is this a matter the group can deal with, or should it be escalated?
 - o If escalated, the group should summarise the issue and ensure proper escalation process is followed. E.g.: 005 Incident reporting to CAA, etc.
- Consider if the existing procedures and provisions adequately covered the matter or not?

- E.g.: Were the provisions adequate, but a pilot failed to observe them?
- Recommend a course of action and advise interested parties.

The safety group is to be focused on Oamaru Airport health & safety related matters to deliver tangible outcomes.

4. Terms of Conditions and Memorandum of Understanding

4.1 Terms & Conditions for using the Airport & Facilities

These Terms and Conditions are to be supplied to all airport users and is in addition to any such Memorandum of Understanding agreed to with individual users or organisations. This master template can be found in Appendix C

4.2 Memorandum of Understanding

A MOU is to be in place between WDC and individual users which regularly occupy the facility. The MOU is a simple document that cements each group's commitment to cooperate in achieving positive safety outcomes. A template MOU can be found in Appendix D. (this is the master document, and any changes must be reflected in this H&S management plan).

5. General Information

5.1 Refuelling

Fuel available onsite are as follows:

- Avgas
- JET A1
- 95 Octane
- Diesel

To comply with CAA Advisory Circular Part 139 for refuelling operations

5.2 Inspections

A designated Waitaki District Council Staff member or representative will carry out a monthly inspection of the airport, ensuring to take note of the condition of fences, windsocks, signage, lighting, runway etc., to ensure these are still in acceptable working condition. Any maintenance issues identified will be addressed. However it is expected should there be a concern over health and safety, that any airport user must inform the designated WDC staff member or representative of such concern immediately.

An annual inspection will also be carried out, this will encompass any documents such as this Health and Safety Management Plan, MOUs, landing plate, that require annual review. It will also be an opportunity to address any long term planning requirements.

A copy of these inspection templates can be found in Appendices G and H

5.3 Maintenance

All general maintenance of the Oamaru Airport, excluding leased sites, is the responsibility of Waitaki District Council.

Refer to Maintenance Operating Procedure for further information on how the Oamaru Airport is maintained. If required a NOTAM will be issued when maintenance is carried out.

5.4 Wildlife Management

Waitaki District Council have adopted both a passive and an invasive method of control to help reduce the likelihood of bird strike potential at Oamaru Airport. In the event other wildlife hazards are presented, such as rabbits, hares, rodents etc., actions will be taken in accordance with the Wildlife Act 1953. These controls are

outlined in a plan referred to as the Wildlife Management Plan, such plan has been approved by the Department of Conservation and is to be reviewed annually. Seasonal bird monitoring is carried out on a three monthly basis to gauge changes to bird activities including species, types, numbers and area of concentration.

All bird strikes are recorded and reported in accordance with the Civil Aviation Rules (CAR Part 12). The New Zealand Aeronautical Information Publication (NZAIP), Landing Plate has been updated to reflect hazard from flocks of birds frequently on the aerodrome and adjacent irrigated paddocks. The Landing Plate will be amended based on monitoring results or feedback from the Airport users should new species be introduced, to ensure it clearly reflects the current and future bird strike risk trends.

5.5 Obstruction Survey

An obstruction survey will be conducted every five years to ensure there are no obstructions to the approach paths of the three runways, as per CAA rules and Waitaki District Council District Plan.

5.6 Events

On occasion the airport may be used for events, e.g Drag racing

Event organisers are required to submit their own Health and Safety Management Plan for Council pre-approval before the event can go ahead. They are also obligated to comply with the Airport Terms and Conditions and WDC Health and Safety Management Plan requirements.

Waitaki District Council will ensure the appropriate NOTAMs are issued and all permanent airport users are made aware of such events.

5.7 Drones

Under the Waitaki District Council District Plan, rules state a permit is to be issued before any such drone device is flown. Drone operators will also be obliged to adhere to the CAA Rules Part 101 and in some circumstances CAA Rules Part 102.

A 'Recreational Aircraft (Drone) permit' template is available in Appendix F

Appendix E Map indicates that drones flown within this designation area requires approval from a representative of WDC.

6. Airport Security

6.1 Access

Gates and Fences

Access into the Operational area is restricted, and no person/s should be in the operational area without knowledge of WDC or Airport Users. Passengers, Customers, Person conducting a business or undertaking, (PCBU's) are to be under direct supervision of someone who is familiar with the WDC Health and Safety Management Plan.

There is a gate to the main entrance of the airport that is able to be locked to exclude access to the entire airport facility.

6.2 Vehicles

Only essential vehicles for aviation related duties may transit onto the airside. Please ensure vehicle speeds comply with posted speed restrictions at all times. Aircraft have right of way.

Refer to Maintenance Operating procedure for guidelines around vehicles on operational areas.

6.3 People

Oamaru Airport users are to ensure all visitors to their premises are supervised. All members of the public that go airside will be required to be chaperoned (whilst airside). Contractors are expected to wear Hi-Viz while in the Operational area, to identify them as a worker. Passengers under direct supervision are not obligated to wear a Hi-Viz as they will become the responsibility of the user, organisation or group inducting them onto the site.

6.4 Animals

There are to be no animals within the designated airside operational areas.

6.5 Signage

Waitaki District Council, will supply and maintain signage indicating, operational areas and speed zones

7. Review

A review of The Health and Safety Management Plan shall be undertaken and updated accordingly on an annual basis by a Waitaki District Council Representative.

8. Appendices

<u>List of Appendices</u>
Appendix A - Glossary
Appendix B - Standard Operating Procedure - Firearms
Appendix C - Terms & Conditions Template
Appendix D - Memorandum of Understanding (comprehensive) Template
Appendix E - Oamaru Airport Drone Authorisation Area
Appendix F - Request to Fly UAV within 4km of Aerodrome Template
Appendix G - Health & Safety Monthly Inspection Checklist for Oamaru Airport
Appendix H - Health & Safety Annual Inspection Checklist for Oamaru Airport
Appendix I - Hazard Register
Appendix J - Safety group
Appendix K - Airport Users Safety Meeting Agenda Template
Appendix L - Maps

Appendix A - Glossary

WDC	– <i>Waitaki District Council</i>
CAA	– <i>Civil Aviation Authority</i>
MOU	– <i>Memorandum of Understanding</i>
HSMP	– <i>Health and Safety Management Plan</i>
NZAA	– <i>New Zealand Airline Academy</i>
NOTAM	– <i>Notice issued to airman before flight, advising them of circumstances/hazards relating to the safety of the flight</i>

Appendix B - Standard Operating Procedure - Firearms

Oamaru Airport Standard Operating Procedure - Firearms

Purpose of Firearms Operating Procedure

To guide operational use of firearms and munitions on Oamaru Airport and surround properties.

Legislation and References

All firearms users will comply with all relevant Acts, Regulations and Rules, including but not limited to the:

- Health & Safety at Work Act 2015
- Arms Act 1983
- Arms Regulations 1992
- Arms Code 2013
- Land Transport Act 1998

Transportation of firearms and ammunition

Transport of firearms must comply with the Land Transport Act 1998, Arms Act 1983, Arms Regulations 1992 and are described in the New Zealand Police Arms Code 2013.

Note:

- The chamber or magazine of a firearm will only be loaded once it is removed from the vehicle in an area of operation.
- Take extra care when moving firearms in or out of vehicles. Ensure that the firearm is at all times pointed in a safe direction, so as not to alarm co-workers or members of the public.
- Ensure all firearms are transported in an appropriate manner, i.e. in a hard case, gun bag or cover, at all times.
- All firearms will be unloaded in both chamber and magazine, and checked clear by the operator before placing in vehicle. Spotter is to check that the firearm is clear of ammunition in both chamber and magazine as an extra safety precaution.

Types of Firearm

Only the following types of firearms may be discharged;

- Shotgun
- Rimfire Rifle
- Air Rifle

Note: pistols and automatic firearms are not permitted for pest control, without written approval of Waitaki District Council representative.

Approval

Approval to undertake any wildlife management controls is required by a Waitaki District Council representative.

Offsite Operations (surrounding properties)

Any off site operations must be approved by a Waitaki District Council representative and planned in consultation with any other affected parties. This may include land owners/occupiers, other organisations, territorial authority or government department. It is of advantage to Oamaru Airport to cultivate good on going relationships with all parties.

Standard Operational Requirements

All firearms users will:

- Hold a current firearms licence
- Hold a current first aid certificate (minimum requirement)
- Be deemed suitably qualified by a Waitaki District Council representative

- Have a spotter - There is to be two people present when shooting is undertaken. (Spotter is not to be in possession of a firearm).
- Wear all protective PPE (Eye protection, hearing protection and Hi-Viz)
- Observe all requirements of communication and movement control while operating in controlled areas
- Obtain approval from a Waitaki District Council representative prior to undertaking any wildlife management controls. Waitaki District Council will ensure a Notam notice is in place and inform airport users and adjoining farm lessees. Once approval has been obtained and control measures are scheduled to be undertaken, a radio call must be made to Oamaru traffic on 119.100 MHz to advise all air traffic to stay clear of controlled area for the prescribed time.
- Follow the seven basic rules of Firearms Safety at all times
 1. *Treat every firearm as loaded*
 2. *Always point firearm in a safe direction*
 3. *Load a firearm only when ready to fire*
 4. *Identify your target beyond all doubt*
 5. *Check your firing zone*
 6. *Store and transport firearms and ammunition safely*
 7. *Avoid alcohol and drugs when handling firearms*

Review

A review of the Firearms, Standard Operating Procedure shall be undertaken and updated accordingly on an annual basis.

Appendix C - Terms & Conditions Template

Terms & Conditions for using the Airport & facilities

By using the Airport (operating an aircraft below 500 feet AGL at or above Oamaru Airport or Entering the Airport property) you are agreeing to all our terms & conditions of use. These terms & conditions are to be read in conjunction with the Airport Landing Plate found in the AIP Vol 4 and published Fees (landing fees schedule) found on our website. Terms and Conditions are subject to change without notice. These terms & conditions supersede other documents which previously covered these situations.

For ALL Pilots & Aircraft using Oamaru Airport

- All commercial operations require prior approval from the Airport Operator
- You agree to provide adequate public liability and third party insurance for your operations.
- It is the Pilot(s) responsibility to determine suitability for their intended operations.
- Aircraft should be fitted with a serviceable air communication radio, which should be used as per 'Best Practice' for radio communications. See Appendix 1 below if unsure.
- Landing fees are payable and determined by the landing fees schedule available on the airport website (unless negotiated otherwise).
- Landing fees will be invoiced. Late payments may incur admin and other recovery charges.
- The Registered Aircraft Operator as defined by the active CAA Aircraft Register is liable for all Airport charges, unless prior arrangement has been made with the airport management.
- Aircraft must not cause noise of a pitch or intensity likely to cause disturbance to neighbours. Oamaru Airport may require an aircraft to be flown in a noise reduction profile or be fitted with a more effective silencer if it considers this necessary.
- Oamaru Airport and its agents reserve the right to move aircraft for operational reasons.
- The Aircraft, all its Pilots and people maintaining it must have CAA approved certification for the type of activity being carried out. It is your responsibility to enforce this.
- You are responsible for complying with all rules and standards required by the CAA, OSH, local bodies, and other organisations which have authority to set rules.
- Only holders of valid Aviation Documents are authorised to be in Operational Areas unescorted without specific approval from the Airport Operator or as authorised by airport occupants (on basis they remain responsible for the management of this process). e.g.: PPL, RAANZ or SAC Pilot Certificate, LAME, etc. Note: Student Pilots may be authorised by their instructors.
- You accept full responsibility for your own actions, safety and those of other people you allow to use your aircraft or who come onto the airport as your guest or at your invitation.
- You must not leave unauthorised people unattended in Operational Areas.
- You should not be in an Operational Area without a specific purpose.
- You agree to indemnify us against any claims that arise as a consequence of: your actions at the airport, your aircraft being operated from the airport, your guests, or the actions of your guests, even if caused by our negligence.
- If you cause a problem for us or others, we will tell you about it. If you do not fix the problem and we consider it serious, we retain the right to restrict your use of the airport at our sole discretion.
- If we cause you a problem, you must tell us about it. We will endeavour to resolve it if we can do so without affecting our ability to meet the needs of others.
- If you have safety concerns about activities or facilities at the airport, you must report them to a WDC Airport Representative immediately.
- Oamaru Airport reserves the right to use any or all of the following methods for data collection and to determine responsibility for aerodrome charges: available documentation; transcriptions or recordings of radio transmissions involving the aircraft; first person accounts of aircraft activity; video or photographic evidence of aircraft activity.
- Data collected may also be used for Search and Rescue, management and planning functions.
- Oamaru Airport reserves the right to engage 3rd party agents for the collection of aerodrome data and charges.
- Any aircraft with no signed Memorandum of Understanding left at Oamaru Airport for more than 24 hours requires approval

Student Pilots in Operational Areas Unattended

- It is the responsibility of the instructor and training operator to determine when a student is sufficiently briefed to be authorised in an Operational Area unattended. By sending a Student into an Operational Area - You are Authorising this.

** Pursuant to CAA rule CAR 91.311(c) an aircraft is not permitted to fly below 500ft (outside of a designated Low Flying Area) except for the purpose of conducting a take-off or landing which may be bailed or discontinued. Therefore, any such flight over **Oamaru Airport** is only made lawful by the availability of **Oamaru Airports** facilities and constitutes "Using the Airport"*

Appendix 1

Radio Use: Airport Radio Frequency: 119.1Hz.

All pilots are expected to follow 'Best Practice' as described in the following radio transmission criteria for the benefit of Safety & Situational Awareness of all airport users (including ground based non-flying users). Please acquaint yourself with the following criteria for recommended radio transmissions when flying in the vicinity of the airport. For further information, please consult "CAAP 166-1(3) 7. Radio Broadcasts" or discuss directly with a local flying instructor.

Transmission Content:

1. Aerodrome name.
2. Aircraft Registration or Call Sign.
3. Position of Aircraft & Pilot's Intentions.

Transmission Frequency:

Joining & Landing:

1. Approximately 10 nm or 5 minutes out – Announce joining intentions
2. Joining and/or downwind in the circuit
3. Final approach

Take-off & Departure

1. Intent to line up.
2. Rolling and planned departure

Appendix D - Memorandum of Understanding Template

*All RED indicates what needs to be changed according to specific organisation MOU is agreed with

MEMORANDUM OF UNDERSTANDING

For (Type of Operation) e.g. Skydiving, flight training Operations

Between
Operator name

and
Waitaki District Council

For operations at the Oamaru Airport

PARTIES:

1. **Waitaki District Council** owns and manages The Oamaru Airport (the Airport).
2. **OPERATOR NAME** operates a commercial skydiving business from a neighboring property on Green Road. It leases a hanger from the Airport Operator and uses the Airport for its parachute drop aircraft movements and some ground activities. . – To amend to specific organisations

BACKGROUND:

- The Airport is a non-certificated aerodrome for the purpose of Subpart I of Part 139 of the Civil Aviation Rules. All users of the Airport must abide by the rules and procedures set by the Airport Operator which can be found on its website.
- The parties acknowledge that they are both PCBUs for the purpose of the Health and Safety at Work Act 2015 (HSWA) and that they have overlapping responsibilities in relation to activities carried out at and around the Airport. The purpose of this MOU is to record how the parties intend to consult, co-operate with, and co-ordinate their activities to ensure safe operations at the Airport (refer section 34 of the HSWA).

ORGANISATION AGREES:

- To observe the Oamaru AIP, the Airport Operator's Terms and Conditions of use as set out on its website.
- To promptly notify the Airport Operator of any hazards or risks to health and safety that it becomes aware of, including but not limited to, any issues with the taxiways, runway or airport facilities.
- To communicate with the Airport Operator in an open and constructive way to help ensure the Airport remains a safe location for all users.
- That during operations it will maintain awareness of traffic movements at the Airport.
- To load its aircraft in an agreed area in a way that does not create any unacceptable risk for other operators.

- That it will not leave its aircraft unattended with its engines running, or leave it in an area which may cause a hazard to other users at the Airport.
 - To observe noise abatement procedures, including not climbing or descending over town unless weather requires such a climb or descent.
 - Any specific terms for the particular operator
-

THE AIRPORT OPERATOR AGREES:

- To notify Operator as soon as possible if there is anything that is likely to impact the running of Operators operations including, but not limited to, runway/taxiway closures, maintenance activities or any planned event at the Airport;
 - To maintain and keep in good condition all Airport facilities so as to manage to as low as reasonably practicable any risks to the health and safety of users;
 - To promptly take steps to manage to as low as reasonably practicable, any hazards or risks to health and safety that it becomes aware of or is notified of, including but not limited to, any issues with the taxiways, runway or other Airport facilities;
 - To work with Operator and other airport users in an open and constructive way to ensure the Airport remains a safe location for Operator’s parachuting, education etc operations, including:
-

INCIDENTS, ACCIDENTS AND NEAR MISS PROCEDURES:

The parties agree to report any safety incidents or near misses:

1. Directly to each other as soon as possible, where the issue relates to the parties respective responsibilities under this MOU. Representatives from each party will meet to discuss the incident with the intention to identify root cause and take required actions to reduce future risk and avoid a reoccurrence, and
2. To the Airport Safety Group.

DISPUTES

In the event of an aviation related dispute, the parties in dispute shall agree on an independent person to hear the submissions from both or all parties and for that person to make a recommendation, which shall be adopted by all parties. Where the parties cannot agree on an independent person, the New Zealand Civil Aviation Authority shall be approached and requested to make the appointment.

We the undersigned, as authorised representatives of our respective organisations, undertake to abide by the understandings set out above until amended, superseded or revoked.

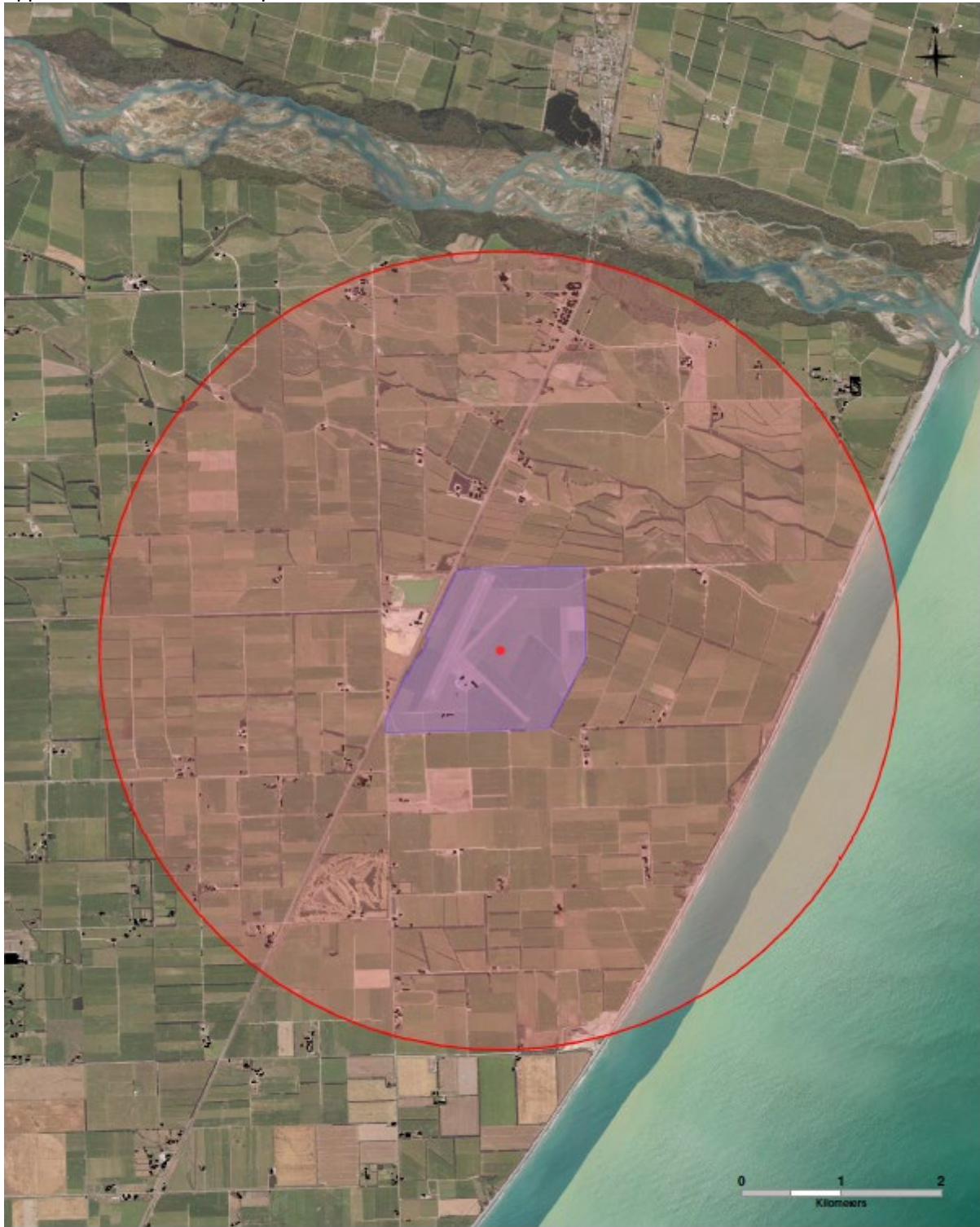
..... Date. / /






[Authorised Person Name]
Waitaki District Council

..... Date. / /

[Authorised Person Name]
[Operator Name]

Appendix E - Oamaru Airport Drone Authorisation Area



 <p>Waitaki DISTRICT COUNCIL TE KAUNIHERA Ā ROHĪ O WAITAKI</p> <p><small>This information is made available in good faith but its accuracy is not guaranteed. Waitaki District Council accepts no liability for any error.</small></p> <p>Date: 20/05/2020 Request GIS-1428</p>	<p>Oamaru Aerodrome: 4km radius</p> <p>Projection: New Zealand Transverse Mercator 2000</p> <p>Scale: 1:50000</p>	<p>Data Source</p> <ul style="list-style-type: none"> - Waitaki District Council - Land Information New Zealand 	<p>Legend</p> <ul style="list-style-type: none">  Airzone 4km radius  Oamaru Airport (DP Zone) Geometric Centroid  Oamaru Airport (DP Zone)  Building Outline(LINZ)
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Appendix F - Recreational Aircraft (Drone) permit

Recreational Aircraft (Drone) permit

Permit issued by:

Waitaki District Council (WDC)

Permit holder details:

Name

Address

Daytime phone

Mobile

Period of Permit

Time period: From: To:

Location

- Within the Oamaru Airport Property or
- Within 4 kilometre radius of the Oamaru Airport
-

Terms and Conditions:

The permit holder acknowledges that the flying of recreational drone aircraft and filming at or within 4 kilometres of the Oamaru Airport is subject to the following terms and conditions:

1. This permit is non-transferable.
2. Permission is granted for the activity of drone flying only.
3. This permit is current for the dates and times stated above. If the flight is cancelled for any reason the operator must contact WDC and advise of the cancellation and whether an alternative date and time is to be arranged.
4. If operating from the airport no vehicles are permitted to be driven off formed roads.
5. Permit holder must comply with all airport safety signage.
6. The drone must not fly over any active movement area of the aerodrome (e.g. runways, taxiways, helicopter landing sites).
7. Drone shall be operated in a sensible manner to ensure it is not hazardous to other airport users or create a nuisance or hazard to, or impinge on privacy of, other airport users or neighbours.
8. All flying activity will comply with CAA requirements.
9. Operator must hold (or be supervised by someone who holds) an approved qualification. These include the following:
 - A Model Flying New Zealand Wings Badge
 - A Pilot Qualification (from an Approved Person or Organisation)
 - A Pilot Licence or Certificate issued under Rule Part 61 or Part 149
 - Under Supervision
10. No flying of drones during organised events unless permission granted by event organiser.
11. Filming of private property is not permitted unless permission of property owner is granted.
12. There may be property at the airport that represents a hazard to drones such as power lines, telephone lines, towers and aerials. The permit holder must familiarise themselves with the airport prior to operating drone.
13. Any damage caused as a result of the permit holder flying drones at the Oamaru Airport is to be reported to WDC Property Unit and the reasonable costs of making good or repairing the damage will be paid by the permit holder to WDC.
14. WDC has no liability for drone equipment which may be damaged while on WDC land.

- 15. In consideration of being given permission to enter on to Council land, the holder of the permit agrees that he/she does so entirely at their own risk. Permit holders must take all reasonable steps to protect their own safety and the safety of others. WDC will in no way be responsible for any accident or injury howsoever caused on WDC land to any person or property.
- 16. WDC reserves the right to review the conditions or cancel permits at any time due to such matters as conflict with other Airport use or maintenance activities.
- 17. The Permit Holder shall comply with the WDC Policies and Bylaws. Every holder of a permit must acquaint themselves with all liabilities and rights conferred by this permit.
- 18. This permit is only valid once signed by the permit holder and Waitaki District Council Property Unit Officer.

**If your drone flight includes filming you will also be required to obtain a filming permit from WDC.
I have read, understand and agree to abide by the above Terms and Conditions.**

Signed (Permit Holder)	Date
------------------------	------

Signed on behalf of the Property Unit	Date
---------------------------------------	------

Appendix G - Health & Safety Monthly Inspection Checklist for Oamaru Airport

Oamaru Airport Monthly Site Audit

Completed by: _____

Date ___/___/___

Runway & taxiway surfaces:		
- 18/36 Sealed Runway	Foreign Object Debris (FOD)	
- 02/20 Grass Runway	Markings	
- 11/29 Grass Runway	Surface condition	
	Threshold markers	
	Grass length	
Signage:		
	Speed signage	
	Signage at gates to Operational Areas	
	Signage at Airport Entrance	
	No smoking signage	
Edges:		
	General condition	
	Grass length	
Lights:		
	Runway edge lighting	
	PAPI visual approach lights	
	Runway end lights	
	Approach lights	
	Windsock lights	
	Taxiway lights	
	Apron flood lights	
Windsock condition		
Fence and gate security		
Fuel bowsers		
Rubbish		
Wildlife monitoring		
Aprons		
Airside Operational Area		

Comments:

Appendix H - Health & Safety Annual Inspection Checklist for Oamaru Airport

Annual Inspection

Review the following items:
(See over page for a brief description of each item)

Document Audit

1. Landing Plate and any other AIP Vol 4 documents
2. Aerodrome Health & Safety plan
3. User / Operator MOUs
4. Safety group charter, member list & minutes
5. Aerodrome Terms & Conditions of Use
6. Promulgation / Availability of documents
7. Aircraft Traffic Movement Data for CAA reporting

Site Audit

1. Hazards in H&S plan compared to actual hazards
2. Continuous Fencing of Operational Area(s)
3. Signage at gates to Operational Areas
4. Signage at Aerodrome Entrance
5. Comprehensive Runway Inspection
6. Comprehensive Windssock Inspection

Completed by: _____

Date ___/___/___

Scope of Checklist

The checklist highlights key areas of Airport Health & Safety systems that should be reviewed annually.

Document Audit

1. Landing Plate and any other AIP Vol 4 documents

By default these are the only published documents pilots are obliged to read before visiting your aerodrome, therefore it is vital the information is accurate. The Landing Plate will specify: Local hazards for pilots, operator contact information, available facilities, landing charges, etc. It must be concise and relevant to pilots, but may reference external documents, such as 'Terms & Conditions of Use', which are more comprehensive.

2. Airport Health & Safety Management plan

Specifies known airport hazards, lays expectations for safe operations and importantly is the foundation document. This document will be readily available to the public.

3. User / Operator MOUs

Simple agreements between Airport Operator and Users, Clubs & Businesses based on the Airport (or operating there regularly) to formally acknowledge the relationship and expectations to promote a safe environment.

4. Airport Users Safety Group, member list & minutes

CAA expects every Airport has a Safety group and it meets no less than annually and more often as required. Members will comprise of a cross section of airport staff, contractors, operators and users. A member list will record members and their skill sets. Minutes shall be taken for each meeting and distributed for follow up.

5. Airport Terms & Conditions of Use

Expectations & responsibilities for visitors and users. Should be readily available and easily altered by the operator (WDC).

6. Aircraft Traffic Movement Data for CAA reporting

Airports are required by CAA under rule "Part 139 Aerodromes - Certification, Operation and Use" to provide accurate Traffic Movement Data which they use for statistics, safety & compliance purposes.

Site Audit

A walk-around and inspection of core safety provisions.

1. Hazards identified in H&S plan compared to actual hazards

A general check whether new hazards have been identified, risk-assessed and mitigated, and entered onto the Hazard Register, and descriptions are current and correct.

2. Access to Operational Area(s)

Adequate gates and fencing to stop accidental access to Operational Areas (areas where aircraft may operate).

3. Signage at gates to Operational Areas

All access points to Operational Areas are clearly labelled as such with signs in legible condition.

4. Signage at Airport Entrance

Entrances to the Airport have signage with basic hazard identification and important contact information in legible condition.

5. Runway Inspection

Physical inspection of runway condition. Preferably on foot and only after determining it is safe to do so.

6. Windsock Inspection

Physical inspection of windsock condition and function.

Appendix I - Hazard Register

Note: Hazards identified are responsibility of Waitaki District Council – it is expected that hazards such as, but not limited to; language barriers for students, specific aircraft hazards, turbulence, fuel contamination, improper exaction of procedure in all phases of flight, fatigue, aircraft communications etc. are acknowledged by the airport operator in their own hazard register

Hazard/Risk	Context and Potential outcome	Inherent Risk Rating	Control Measure/s	Residual Risk Rating	Monitoring Frequency	Person Responsible
Multiple Aircrafts on runway or taxiways	Collision or near miss	MED	Limit moving aircrafts in these areas	LOW	Constant	Airport Users
Fuel Spills and Fuel Handling	Fuel spills are likely while completing refuelling operations	MED	Health and Safety Management Plan. Fuel Operators procedures	LOW	Constant	Airport Users
Bird Strike	The presence of birds can be problematic, could cause an accident or damage to an aircraft	MED	Cannon, wildlife management plan, etc.	LOW	weekly	WDC Representative
Weather Factors	Incident, Accident or near miss	MED	Is it appropriate to fly? Pilot guidelines?	LOW?	Constant	Airport Users
Trees	Aircraft Accident or near miss	MED	Obstruction Survey and Monitoring Education with students of hazards	LOW	5 Yearly	WDC Representative
Runway Surface	Contamination or deterioration can cause runway hazards.	LOW	Monthly inspections of condition	LOW	Monthly	WDC Representative
Vehicles/People on Runway and Taxi Ways	Vehicle and people crossing either runway or taxi ways, risk of collision with aircraft	MED	Radio communications, NOTAM, Health & Safety Management Plan, Signage	MED	Constant	WDC Representative and Airport Users
Change in Use of Airport. Eg: Significant increase or decrease in activity. (Complacency)	If the nature of use of the aerodrome changes significantly (Eg: New operators or significant increase or decrease in activity) potentially procedures and SOPs will no longer be suitable. Ie: What has worked or been acceptable practise in the past may no longer be.	HIGH	Measure changes in use and devise appropriate evaluation measures to mitigate the effects of any changes.	LOW	Quarterly	WDC Representative and Airport Users
Propellers and Rotors	Can cause damage to other aircraft and property. If in contact with people and animals likely to cause injury or death.	HIGH	Supervision of people and Education.	LOW	Constant	Airport Users
Open Drains	Damage to vehicles and aircraft	LOW	Well marked and/or identified on the landing plate.	LOW	Annual	WDC Representative

Animals: Wildlife, dogs and livestock.	Predominantly birds, but also rabbits and hares. Rabbits are prone to digging burrows, which if not noticed on aircraft manoeuvring areas can lead to damage to aircraft. Dogs and livestock will occasionally find their way into operational areas.	MED	Wildlife management plan. Regular runway and operational area inspections.	LOW	Constant	WDC Representative
FOD – Foreign object debris	Damage to vehicles, aircraft and personnel	MED	Pick up FODs when safe to do so, or radio out to make people aware until it can be removed safely	LOW	Constant	WDC Representative and Airport Users
Aircraft Operating	Aircraft Incident, accident or near miss	HIGH	Health & Safety Management Plan, Training, Airport Users procedures, Radio communications, Signage	MED	Constant	WDC Representative and Airport Users
Use of firearms during pest control	Injury or death	HIGH	Shooting carried out by licensed and experienced firearm users, Wildlife Management Plan and Fire arms Operating procedure. Comply with NZ Arms code. Carrying out shooting at appropriate times, NOTAMs	LOW	As required	WDC Representative and Contractor
Utilities – above and below ground	Cutting through cables	MED	Ensure b4uDig (or GIS maps) applications are carried out to identify services, Induction	LOW	As required	WDC Representative and Contractor
General Maintenance	Machinery Incidents, Accidents or near misses	HIGH	Adequate barriers and signage. Inductions, Health and Safety Management Plan, Maintenance Operating procedure, Training. Monitoring sites regularly, use only SiteWise accredited contractors, PPE	LOW	As required	WDC Representative and Contractor
Tie Down	Incident or Injury. Plane flying away in high winds with full tank of fuel	MED	Ensure plane is tied down securely?	LOW	As required	Airport Users, WDC Representative to monitor
Covid -19	Can catch from any person coming to site in close contact with others – can result in death	HIGH	Covid-19 protocols in place – physical distancing, cleaning and hygiene, PPE, contact tracing	LOW	Constant	WDC Representative and Airport Users

Appendix J - Airport Users Safety Group

Oamaru Airport Safety Group Current Members:

Grant Rhodes, 027 594 5098

Project and Assets Officer – Waitaki District Council

Annette Houston, 027 534 1500

Property Officer – Waitaki District Council

Jonathan Manuel,

New Zealand Airline Academy - Commercial Interests, Instructor, business owner

Heliventures Representative

Heliventures - Commercial Interests, helicopter pilot, business owner?

Joseph Topping,

New Zealand Airline Academy & North Otago Aero Club - Commercial Interests, Instructor, grounds keeping

Simon Laming,

Providence Farms – Commercial Interests, Hangar owner, Aircraft Owner, business owner, Farm lease

Alistair Hay,

Appendix K - Airport Users Safety Group Meeting Agenda Template

**Oamaru Airport Safety User Group meeting
Health and Safety**

Date:

Present:

Grant Rhodes (Waitaki District Council)
Annette Houston (Waitaki District Council)
Heliventures Rep
Simon Laming (Providence Farms)
Jonathan Manuel (NZAA)
Alistair Hay

Minutes and action points from previous meetings:

Any incidents, accidents or near misses to report:

Review of hazard register:

Any new Hazards

Evaluate with risk with matrix - Identify actions for the control and reduction of risk/s. Minimise or Eliminate as necessary:

Review of health and safety management plan:

Review of Terms and Conditions:

Review of AIP:

Current NOTAMs:

Any other health and safety business:

Health and Safety meeting closed:

Next Meeting date:

- Appendix L - Operational Area Map
- Red – Operational Area - Runways and Taxiways
- Yellow – Operational Area – Aprons
- Green – Airport Facility, public space
- Blue – Leased areas

