Matamata Aerodrome (NZMA) Safety Management System (SMS) and Safety Plan

11 April 2019

Produced by Matamata Aerodrome Safety Committee and Matamata -Piako District Council

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1.0 Introduction

The Matamata-Piako District Council is the agency responsible for managing the Matamata Aerodrome. Council's objectives for safety at the Matamata Aerodrome are:

- **To assist in providing and maintaining a safe airfield environment**
- **To commit to pursuing on-going improvements to safety**
- **To encourage a culture of safe operations between all users**

As such the Council wishes to ensure that this SMS and Safety Plan is implemented by all operators of the airfield. Everyone using the airfield is responsible for safety awareness and identifying safety hazards that need to be addressed. Safety management is an integral part of good management practise and to be most effective needs to be a part of the airfield users' culture.

The Health and Safety at Work Act 2015 (section 34) requires that Persons conducting a business or undertaking (PCBU) having a duty in relation to the same matter must all consult, cooperate with and coordinate activities. Therefore the Matamata-Piako District Council and all airfield users have a duty to work together to ensure the safety of all persons using or visiting Matamata Aerodrome.

It is acknowledged that each operator on the airfield is responsible for the safety of their individual operations. However this plan recognises that there are overall safety risks that affect all operations. This plan is focused on the management of these common safety risks.

The CAA routinely runs Safety Courses (refer to their website www.caa.govt.nz). These courses are highly recommended. The courses have an excellent focus on safety hazards and the need to be proactive.

To be effective; this plan must be actively used and reviewed.

All airfield users are responsible for having input into this plan by identifying new hazards (see hazard register at Appendix 1), reporting them to the Aerodrome Safety Committee so they may be considered for addition to the hazard register. Where an immediate danger is present and can be safely resolved, it should be (eg: Foreign Object Debris (FOD) on the runway). If specialised personnel are required, Emergency Services should be contacted immediately on 111.

1.1 Who is involved in developing and implementing the SMS and Safety Plan?

The Matamata Aerodrome SMS and Safety Plan has been developed and revised with input from the Matamata-Piako District Council, the Aerodrome User Group and the Aerodrome Safety Committee. These group/committee members have liaised with their various organisations to gain relevant information for inclusion in the SMS and Safety Plan. Revision and update of the SMS and Safety Plan is the responsibility of the Aerodrome Safety Committee.

2.0 Management of Hazards and Associated Risks

The Aerodrome Safety Committee is responsible for discussing the management of hazards, evaluating risk(s) and identifying actions (treatment plan) 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 the Aerodrome Safety Committee.

2.1 Aerodrome Safety Committee Meetings

The Matamata Aerodrome Safety Committee shall meet as often as necessary, but at least quarterly.

This meeting must occur regularly to ensure the SMS and Safety Plan remains valid and that any new/potential hazards are identified, risk rated and mitigated as necessary.

The Hazard Register provided in Appendix 1 provides information about the hazards and associated risks to aerodrome users. It must be periodically reviewed (ideally at each meeting but no less than annually) and updated by the Aerodrome Safety Committee.

The Matamata Aerodrome Safety Committee	• Shall comprise the Aerodrome Manager, as Chairperson (or nominee), and a representative cross section of users as specified in the Matamata Aerodrome Safety Committee Charter at Appendix 6 . • Shall meet as often as required, but should meet no less than quarterly. • Shall ensure that review of the SMS & Safety Plan are a regular item on the Committee agenda. • Shall facilitate hazard identification and safety risk analysis • Monitoring corrective actions and evaluating their results. • Shall monitor safety concerns in the wider aviation industry and their potential impact on the aerodrome and users. • Shall raise awareness of safety issues to all users. • Shall ensure that a copy of the SMS and Safety Plan is published and available. • Shall promote a just reporting culture to encourage reporting of all accidents, incidents, and potential hazards, regardless of apparent insignificance, as identified by any individual within, or visiting, the aerodrome. • Shall record and follow-up on any hazard/incidents reported to the Matamata-Piako District Council. • Shall liaise with the Aerodrome User Group as required. • Shall notify CAA regarding any Part 12 safety occurrences where applicable. • Shall notify WorkSafe of any notifiable events (under the Health and Safety at Work Act 2015) not related to flying operations. The purpose of the Committee is to assess any safety occurrences or newly identified hazards and where necessary prescribe changes to the Hazard Register and Risk Treatment Plans, to ensure future safety for aerodrome users.
Each Airfield User	• Shall advise a member of the Aerodrome Safety Committee immediately of all accidents, incidents, and potential hazards, regardless of apparent insignificance. Written notification should be provided to the following e-mail address info@mpdc.govt.nz , a phone call to the 24 hour phone line is also advised: 07 8840060 or 0800 746 467 • Shall watch out for hazards, for the conditions conducive to human error or for procedures not tolerant of human error. • Shall also report any notifiable event (injury, illness, serious event) related to flying operations to Civil Aviation Authority as required by NZCAA and/or by the Health and Safety at Work Act. All have a responsibility to report hazards and incidents so that steps can be taken to minimise, isolate, or eliminate the hazard and so that others can learn from it and avoid the same situation.

3.0 Memorandum of Understanding

A Memorandum of Understanding (MOU) should be in place between MPDC and each of the clubs and organisations which regularly use the facility. It may also be prudent for some of these groups to have MOUs with each other. The MOU is a simple document that cements each group's commitment to cooperate in achieving positive safety outcomes. A sample/template MOU can be seen at Appendix 5.

4.0 Club/Airfield Operator (User Group) Responsibilities

The Airfield Operator (Matamata-Piako District Council)	Is responsible for meeting: • CAA requirements under Part 139.503 • WorkSafe NZ requirements • Local Government Act requirements • Publishing this SMS and Safety Plan • Providing emergency management (First aid kit, fire extinguishers, emergency action plan) for the campsite • Maintaining signage informing visitors to the airfield of the general safety hazards • Ensuring NOTAMs are issued as required.
Each club/commercial operator	Is responsible for: • Maintaining an effective system for managing health and safety for the operation of their club/business: both for flying operations and on the ground. • WorkSafe NZ requirements where applicable • Providing appropriate emergency management (First aid kit, fire extinguishers, emergency action plan) for their operations. • Informing the Aerodrome Safety Committee of any safety hazards, incidents, accidents • Briefing their guests/visitors/contractors on safety policies and requirements.

5.0 Safety Briefings

Safety briefings should include the following:

- Contents SMS and Safety Plan
- Potential/Actual hazards.
- Safety incidents and how these should be notified. The MPDC Safety Officer shall be contacted by telephone (07 884 0060) immediately in the case of serious incidents, or within 48 hours of safety hazards, incidents, and accidents being identified/occurring.
- Safety Equipment Available
- Assembly point in the event of an emergency is the car park outside the campsite kitchen block.
- Fire extinguishers are located: on the veranda of Matamata Soaring Centre building, in the campsite kitchen and at the fuel pumps.
- Each club is to identify where first aid kits are located and who are qualified first aid people and ensure the above information is provided to new or "casual operators"
- Media Contact **-** Don't talk to the media unless authorised to do so. Any photographs or video footage of safety incidents/events must be kept confidential.
- Useful phone numbers as follow:

Emergency:	111
Police:	07 888 7117
CAA:	0508 ACCIDENT 0508 222 433
Search and Rescue (SAR):	0508 ACCIDENT 0508 222 433
Matamata Medical Centre:	07 881 9104
Matamata Piako District Council:	078840060 or 0800 746 467
WorkSafe NZ:	0800 030 040

6.0 Emergency Response (ER)

6.1 Procedures

Matamata Aerodrome emergency response procedures are outlined in the **Emergency Procedures and Operational Notes for NZMA** flipchart (see Appendix 3) which is distributed throughout buildings at the aerodrome.

Our emergency response objectives aim to ensure:

- Accurate, timely, and appropriate actions across a number of emergency scenarios;
- Effective use of resources to handle the situation.

6.2 Awareness and Education of ER

Aerodrome Safety Committee members should promote awareness and familiarity of the emergency procedures within their own organisations; as detailed in Appendix 3.

7.0 Safety Risk Management

Safety is managed by ensuring that the safety risks consequent of hazards at the aerodrome are controlled to a level as low as reasonably practicable (ALARP.) There are two activities within this management: hazard identification, and risk assessment and mitigation.

7.1 Hazard Identification

A hazard is described as any actual or potential cause of harm. This may be an activity; an occurrence; and arrangement; a phenomenon; a circumstance; a process; an event; or a situation.

The identification of hazards at the aerodrome is the responsibility of every person operating on the premises.

Where a hazard has been identified the Aerodrome Safety Committee must be informed as soon as practicably possible.

7.2 Types of Hazard Identification

There are three types of hazard identification (Reactive, Proactive and Predictive):

7.2.1 Reactive Hazard Identification

This means responding to events that have already happened, such as incidents and accidents.

Reactive hazard identification will most often occur as the result of a major incident or accident, in which it is clear that action is required to avoid a recurrence of the same type of incident or accident.

Hazards are identified reactively via:

Internal Systems:

- Data from reports input by aerodrome users
- Data from the Aerodrome Safety Committee
- Verbal reports to the Aerodrome Safety Committee, who may subsequently request a written report. Verbal reports may be from internal or external parties.
- Trend Analysis
- Investigation of Incidents
- Safety Meetings

External Systems:

- Accident Reports
- External Regulator Requests

7.2.2 Proactive Hazard Identification

This means looking actively for the identification of safety risks through the analysis of aerodrome activities.

Proactive hazard identification will most often occur as the result of a minor occurrence, in which it is clear that action is required to avoid the hazard escalating into a future incident or accident.

Hazards are identified proactively via:

Internal Systems:

- Data from reports input by aerodrome users
- Data from the Aerodrome Safety Committee

- Verbal reports to the Aerodrome Safety Committee, who may subsequently request a written report. Verbal reports may be from internal or external parties.
- Internal Auditing
- Hazard Register Reviews
- Trend Analysis
- Investigation of Incidents
- Safety Meetings
- Externally requested self-evaluations

External Systems:

- Accident Reports
- External Regulator Requests
- External Regulator Audits / Inspections / Evaluations

7.2.3 Predictive Hazard Identification

This means capturing system performance as it happens in real-time normal operations to identify potential future problems.

Predictive hazard identification only occurs when a hazard is identified without being prompted by an occurrence, incident, or accident.

Hazards are identified predictively via:

Internal Systems:

- Data from reports input by aerodrome users
- Data from the Aerodrome Safety Committee
- Verbal reports to the Aerodrome Safety Committee, who may subsequently request a written report. Verbal reports may be from internal or external parties.
- Internal Auditing
- Hazard Register Reviews
- Trend Analysis
- Externally requested self-evaluations
- Safety Meetings

External Systems:

- Accident Reports
- External Regulator Requests
- External Regulator Audits / Inspections / Evaluations

7.3 External Hazard Identification Sources

7.3.1 Accident reports/TAIC Reports

The Chair of the Aerodrome Safety Committee should register at www.taic.org.nz to receive email alerts informing them of newly published TAIC reports.

The Chair is to bring all TAIC reports relevant to Aerodrome operations to the Aerodrome Safety Committee Meetings for discussion and consideration of hazards relevant to NZMA.

8.0 Risk Assessment and Mitigation

Risk is the likelihood that a hazard's potential to cause harm will be realised, and is defined in terms of the likelihood of the harm occurring and the severity if it does.

8.1 Risk Assessment

Risk assessment must be carried out by the Aerodrome Safety Committee, seeking advice from subject matter experts when necessary to ensure relevant experience and expertise is used in the assessment process.

With reference to Appendix 2 - NZMA Risk Assessment and Tolerability Matrix, hazards are to be risk assessed and mitigated using the following sequence:

1. Identify the hazard and its likely consequences;
2. Evaluate the severity of the consequences;

   In order to assess the severity you should take into account any mitigation measures that are currently in place to reduce the severity.

   You should assess the severity in terms of the worst possible realistic scenario.
3. Evaluate the likelihood of the consequences;

   In order to assess the likelihood you should take into account any mitigation measures that are currently in place to reduce the likelihood.
4. Evaluate the risk tolerability;
   a. Unacceptable

      The likelihood and/or severity of the consequence is intolerable. Major mitigation will be necessary to reduce the likelihood and severity of the consequences associated with the hazard;

   b. Review

      The consequence and/or likelihood is of concern; measures to mitigate the risk to as low as reasonably practicable should be sought. Where the risk is still in the review category after this action then the risk may be accepted, provided that the risk is understood and has the endorsement of the Aerodrome Safety Committee;

   c. Acceptable

      The consequence is so unlikely or not severe enough to be of concern; the risk is tolerable. However, consideration should be given to reducing the risk further to as low as reasonably practicable in order to further minimise the risk of an accident or incident;
5. Mitigate the risk based on its tolerability
6. Monitor actions for effectiveness.

   It is the responsibility of both the Aerodrome Safety Committee to monitor the effectiveness of the actions taken to eliminate, isolate, or minimise a hazard.

   The Aerodrome Safety Committee will achieve this by physical inspection, hazard register reviews and trend analysis.

Note that there may be more than one hazard associated with a particular occurrence, and a risk assessment will need to be conducted for each hazard.

8.2 Risk Mitigation

If the level of risk falls into the unacceptable or review categories, mitigation measures will be required to reduce the risk to a level as low as reasonably practicable (ALARP).

Mitigation measures are actions or changes, such as changes to operating procedures, equipment or infrastructure, to reduce either/both the severity and/or the likelihood.

Risk must be balanced against the time, cost and difficulty of taking measures to reduce or eliminate the risk. The level of risk can be lowered by reducing the severity of the potential consequences, reducing the likelihood of occurrence or by reducing exposure to that risk.

There are three categories of risk mitigation strategy:

a. Eliminate

   The operation or activity is cancelled or avoided because the safety risk exceeds the benefits of continuing the activity, thereby eliminating the risk entirely.

b. Isolate

   Action is taken to isolate the effects of the consequences of the risk or build in redundancy to protect against them.

c. Minimise

   The frequency of the operation or activity is reduced or action is taken to reduce the magnitude of the consequences of the risk.

8.3 Hazard Register

A hazard register must be maintained in which a record is kept of:

- Identified hazards
- Occurrence references for context
- Potential harm the hazard could cause
- Whether it is a significant hazard

Significant hazard means a hazard that is an actual or potential cause or source of:

a) Serious harm; or

b) Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or

c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

- Existing controls in place for this hazard, or previous actions taken
- Pre-mitigation risk and tolerability evaluation
- Additional mitigation required - eliminate, isolate, or minimise
- Actions to be taken for mitigation
- Action owners
- Action due dates
- Action completed dates
- Ongoing action review dates
- Post-mitigation risk and tolerability evaluation to assess whether risk has reduced as a result of the actions taken

The hazard register is a live document which must be reviewed at the Aerodrome Safety Committee Meetings.

The hazard register is located at Appendix 1.

9.0 Safety Assurance

Safety assurance assesses the safety performance of the aerodrome and enables continuous improvement. The three aspects of safety assurance are:

1. Safety performance monitoring, measurement and review;
2. The management of change;
3. Continuous improvement of the safety system.

Detailed information on each aspect follows.

9.1 Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement is the process by which our safety performance is verified in comparison to our safety policies and objectives. It is also a means by which we can validate the effectiveness of our safety risk controls. This can be achieved by the Aerodrome Safety Committee employing a methodical standing agenda that monitors trends, outcomes and effectiveness of the SMS.

9.2 Continuous Improvement

Safety assurance builds on the principle of the continuous improvement cycle. In much the same way that quality assurance facilitates continuous improvements in quality, safety assurance ensures control of safety performance, including regulatory compliance, through constant verification and upgrading of the operational system. These objectives are achieved through the application of similar tools: internal evaluations and ongoing monitoring of safety controls and mitigation actions.

10.0 Safety Education and Communication

10.1 Objectives

Matamata Aerodrome's safety education and communication will aim to:

- Ensure that all users are fully aware of the SMS & Safety Plan including the safety culture;
- Disseminate safety critical information;
- Explain why certain actions are taken;
- Explain why safety procedures are introduced or changed; and
- Compliment and enhance the aerodrome's safety culture.

10.2 Types of Communication

The Aerodrome Safety Committee may utilise the following methods for communicating and educating on safety matters:

- Safety policies and procedures distributed to user group;
- E-mail;
- User specific (Club/Flight-school/operator) meetings.
- Club Websites

List of Appendices

Appendix 1 - NZMA Hazard Register
Appendix 2 - NZMA Risk Assessment and Tolerability Matrix
Appendix 3 - Emergency Procedures and Operational Notes for NZMA
Appendix 4 - Matamata Aerodrome Safety Committee Attendees and Standing Agenda
Appendix 5 - Memorandum of Understanding Template
Appendix 6 - Matamata Aerodrome Safety Committee Charter
Appendix 7 - Matamata Aerodrome Safety Policy Statement

Appendix 1 - NZMA Hazard Register

IDENTIFIED HAZARDS					RISK ANALYSIS			RISK EVALUATION		Treatment Plan					Management Acceptance and review		
Risk Ref	**Date**	**Hazard ID**	**Context and Potential Outcome**	**Existing Controls**	**Likelihood**	**Severity**	**Risk Rating**	**ALARP**	**Action Required and Risk Owner**	**Likelihood2**	**Severity2**	**Risk Rating2**	**ALARP2**	**Review Date**	**Resources required/Actions**	**Residual Risk**	**Residual Risk action**
1	19-Feb-18	**Aviation Fuel Spills**	Aircraft fuel and oil spills are likely whilst aircraft are parked and refuelled during refuelling operations	NZMA fuel spill procedures	**Remote**	**Minor**	**Low**	**Y**						Update on an ongoing basis			
2	19-Feb-18	**Bird Strike**	The presence of birds on the runways can be problematic. The level of bird threat varies from season to season, with Spring being the most notorious season	Bird Culling on a monthly basis	**Occasional**	**Minor**	**Moderate**	**Y**						Update on an ongoing basis			
3	19-Feb-18	**Excessive or cross winds**	Excessive (cross)wind can result in runway excursion or even damage to aircraft	Crosswind limits for MA based student pilots Aircraft flight manual limitations Use of crossing vector when required	**Remote**	**Negligible**	**Low**	**Y**						Update on an ongoing basis			
4	19-Feb-18	**Fatigue (lack of sleep), Alcohol and substance abuse, Medications, Complacency**	All can adversely impact on a pilot's performance during flight including increased reaction time and inconsistent performance, also reduced visual perception.	CAR 91-Rules of the air Club/School briefings IMSAFE Check	**Improbable**	**Major**	**Low**	**Y**						Update on an ongoing basis			
5	19-Feb-18	**Fuel Contamination**	It is of critical importance that the fuel taken on-board at uplift is not contaminated since the effects of any such contamination are likely to affect the engines and this may not be evident until after an aircraft has become airborne.	Fuel filtration procedures Fuel Testing Fuel Storage Pre-flight checks	**Occasional**	**Negligible**	**Low**	**Y**						Update on an ongoing basis			

6	19-Feb-18	**Improper execution of procedures in all flight phases**	Error is inevitable in humans and is primarily related to operational and behavioural mishaps. Throughout the course of every flight, pilots are intrinsically subjected to a variety of external threats and commit a range of errors that have the potential to negatively impact the safety of the aircraft	Checklists Part 91 – Rules of the air Club/School Briefings	**Occasional**	**Major**	**Moderate**	**N**	Club/School-Briefings Safety education	Remote	Minor	Low	**Y**	Update on an ongoing basis	Review	Low	Follow Up on an ongoing bases
7	19-Feb-18	**Incorrect, poor or lack of communication including language barriers**	A pilot's situational awareness(SA) is enhanced through clear communication with other pilots within the MBZ. Poor or incorrect communication can confuse SA and induce risk.	AIP procedures Part 91 – Rules of the air Pilot visual separation FLARM in gliders	**Occasional**	**Major**	**Moderate**	**N**	Internal club/school comms Safety comms Club/School Briefs Collaboration with other users Pilot safety education	Remote	Minor	Low	**Y**	Update on an ongoing basis	Review	Low	Continued liaison between NZMA Operators.
8	19-Feb-18	**Other aerodrome users**	Other aerodrome users SOPs may be different to those of NZMA based operators/users, therefore any differences could lead to unsafe situations in various scenarios	AIP publication CAR 91 – Rules of the Air Collaboration with local operators Familiarization of SOPs	**Occasional**	**Minor**	**Moderate**	**N**	Items raised at NZMA Safety Committee meeting	Remote	Minor	Low	**Y**	Update on an ongoing basis	Ongoing NZMA Safety Committee meetings	Low	Ongoing NZMA Safety Committee meetings

9	19-Feb-18	**Runway surface contamination /Deterioration**	Runway surface contamination/deterioration can cause runway hazards. Repairs to runway can also present hazards.	Monitoring runway condition Altering runway width/length as required to 'rest' affected areas of runway (NOTAM). CAR 91 – Rules of the Air	**Occasional**	**Minor**	**Low**	**Y**						Update on an ongoing basis			
10	19-Feb-18	**Turbulence**	Strong south westerly winds can often produce significant turbulence resulting in loss of control and/or aircraft structural damage. Turbulence can have a significant negative impact on low hour pilots.	Club/School awareness of likely mechanical turbulence (hangars/trees).	**Occasional**	**Negligible**	**Low**	**Y**						Update on an ongoing basis	Consider future positioning of new hangars		
11	19-Feb-18	**Vehicles/People on Runway**	People crossing the runway - risk off collision with aircraft.	Club/season briefings, Flight School teaching material, Briefing people on ground movements. Vehicles must have hazard lights on when airside. Also discussed at Joint Governance Meeting for awareness.	**Occasional**	**Major**	**Moderate**	**Y**						Update as required			
12	19-Feb-18	**Winch Launching of Gliders**	Aircraft impact with winch rope and associated vehicles on runway	AIP,Gliding Club SOPs (website), radio calls	**Occasional**	**Major**	**Moderate**	**Y**						Update as required			
13	19-Feb-18	**Aircraft in PDA during Paradrops**	Collision or near miss with aircraft or gliders	Existing SOPs as detailed in MOU document	**Improbable**	**Hazardous**	**Moderate**	**Y**						Update as required (including MOU)			
14	19-Feb-18	**Animals on Runway (livestock & dogs)**	Stray animals or dogs could cause an accident on the runway and/or damage to aircraft	Signage, Club member awareness	**Remote**	**Minor**	**Low**	**Y**						Update as required			
15	19-Feb-18	**Pickets and Tie-downs**	Damage to taxiing aircraft from pickets or tyres.	Tyre painted white and pickets placed inside tyres	**Occasional**	**Negligible**	**Low**	**Y**						Update as required			
16	19-Feb-18	**Tow Ropes (gliders) at fuel pumps**	Rope in wheels or props of aircraft	Briefings at club/flight school level to ensure awareness. Care taken while fuelling tow aircraft	**Remote**	**Negligible**	**Low**	**Y**						Update as required			
17	19-Feb-18	**Hay Bales**	Bales left on runway - collision hazard to aircraft and vehicles	Communication with contractor to ensure bales are removed after harvesting	**Improbable**	**Minor**	**Low**	**Y**						Update as required			

18	19-Feb-18	**New flight school students - knowledge of SOPs and MOU**	Lack of knowledge and understanding of aerodrome procedures and user SOPs (as mentioned in MOU) could compromise safety. Possible collision.	Education for new users through briefings at clubs and flight schools, various supporting documentation	**Occasional**	**Major**	**Moderate**	**Y**						Update as required			
19	19-Feb-18	**Low Flying Aircraft over Model Aircraft Flyers**	Mid air collision of model aircraft with other aircraft	Spotters, radio use and published procedures, including signage on site See https://mpmac.org.nz/?page_id=9 for duties and details	**Occasional**	**Major**	**Moderate**	**Y**						Update as required			
20	19-Feb-18	**Gliding Competitions**	Possible collision due to congestion, low altitude high speed flying by gliders	Finishing point for competition located off the aerodrome. Glider pilots briefed on actions once crossing the finish	**Occasional**	**Major**	**Moderate**	**Y**						Update as required			

NZ MA RISK ASSESSMENT & TOLERABILITY MATRIX					Appendix 2
SEVERITY	ACTUAL OCCURRENCE **LIKELIHOOD**				
	Extremely Improbable	**Improbable**	**Remote**	**Occasional**	**Frequent**
	Almost inconceivable that the event will occur	Very unlikely to occur / not known to have occurred	Unlikely to occur, but possible / has occurred rarely	Likely to occur sometimes / has occurred infrequently	Likely to occur many times / has occurred frequently
Catastrophic Equipment destroyed, Multiple Deaths	**LOW**	**MODERATE**	**HIGH**	**HIGH**	**HIGH**
Hazardous Large reduction in safety margins, Serious injury, Major equipment damage	**LOW**	**MODERATE**	**MODERATE**	**HIGH**	**HIGH**
Major Significant reduction in safety margins Serious incident Injury to persons	**LOW**	**LOW**	**MODERATE**	**MODERATE**	**HIGH**
Minor Nuisance, Use of emergency procedures Minor incident	**MINIMAL**	**LOW**	**LOW**	**MODERATE**	**MODERATE**
Negligible Little consequence	**MINIMAL**	**MINIMAL**	**LOW**	**LOW**	**MODERATE**
RISK LEVEL INDICATED BY WORD, TOLERABILITY LEVEL INDICATED BY COLOUR					
TOLERABILITY COLOUR SCALE			**Acceptable**	**Review**	**Unacceptable**

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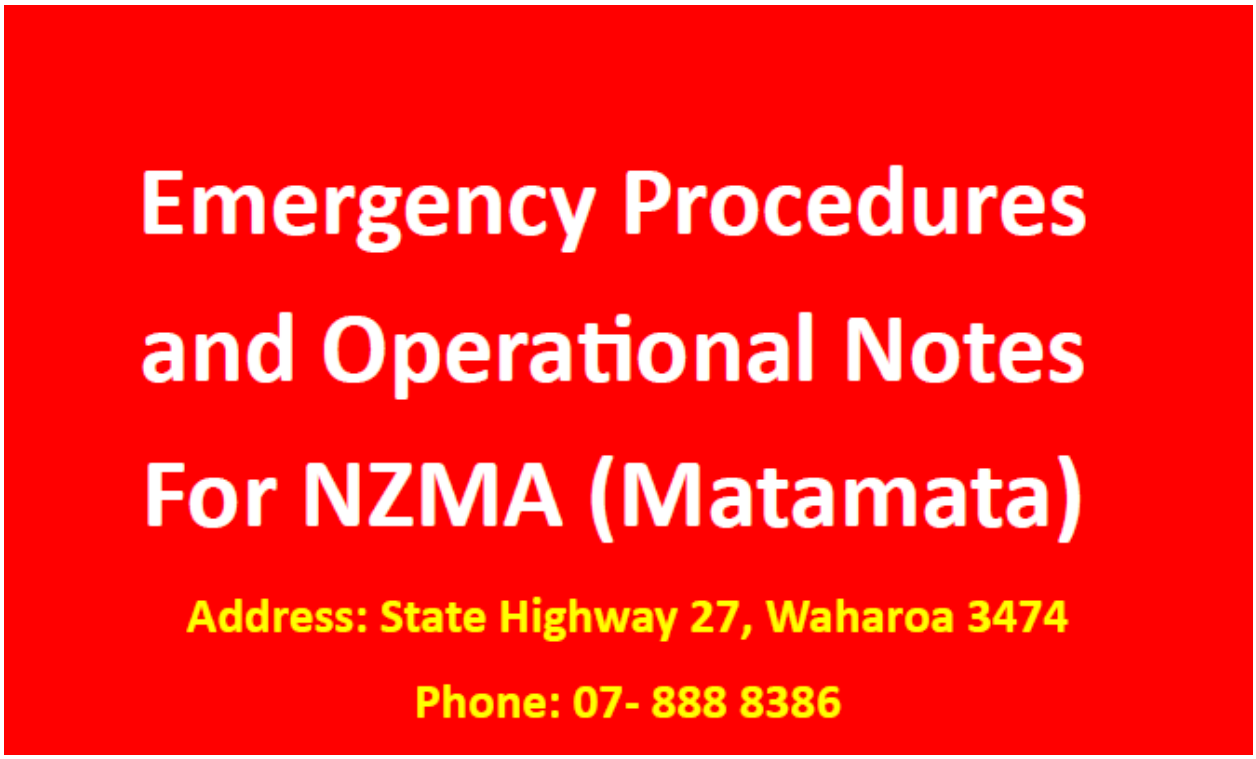
Appendix 3 - Emergency Procedures and Operational Notes for NZMA

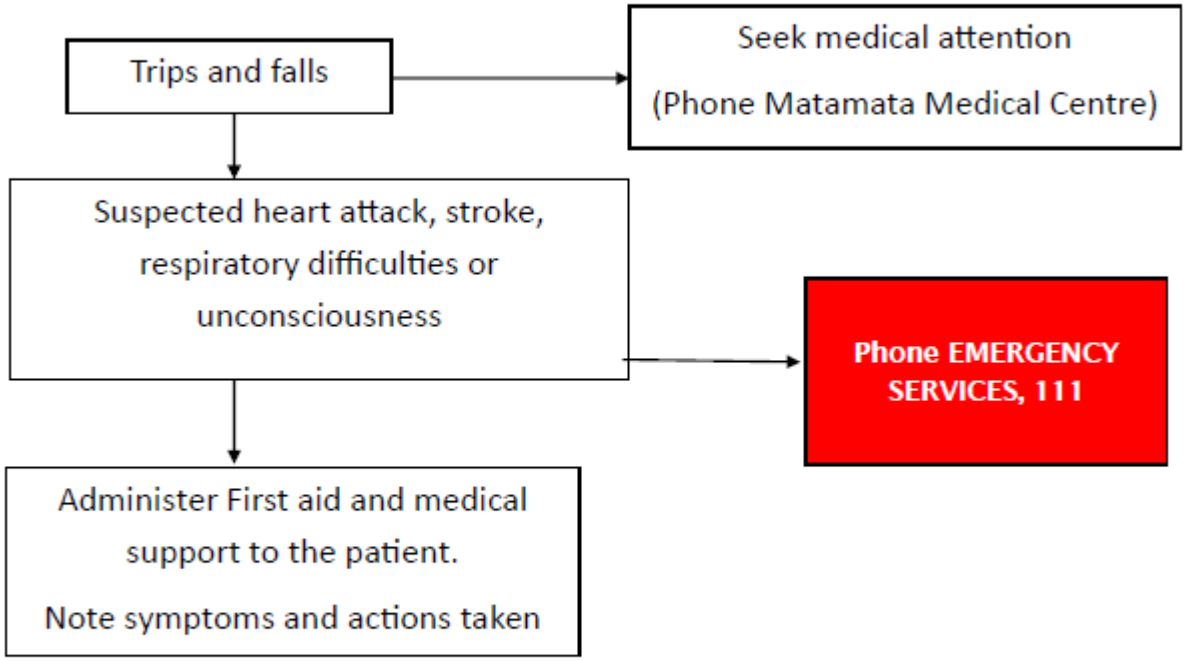


Contact Information

Emergency Services—Police, Fire , Ambulance	**111**
Matamata Medical Centre	07-881-9102 or 07-881-9104
Hamilton Control Tower	07-843-1870
Christchurch Radar Control	03-358-1694
Search and Rescue	0508-472-269
Matamata Piako District Council	07-884-0600 or 0800-746-467
Skydive Waikato	029-7593-483
Piako Gliding Club	021-750-151
Matamata Soaring Centre	021-388-693
Matamata Aero Club	027-702-5924
NZ Aviation	07-809-5292 or 021-423-604
Matamata Model Aero Club	027-289-1350
L3 CTS Airline Academy (NZ) Ltd	07-843-1828

Contact Information

Medical Emergency



Medical Emergency

Aircraft Accident / Incident

If any of the following:

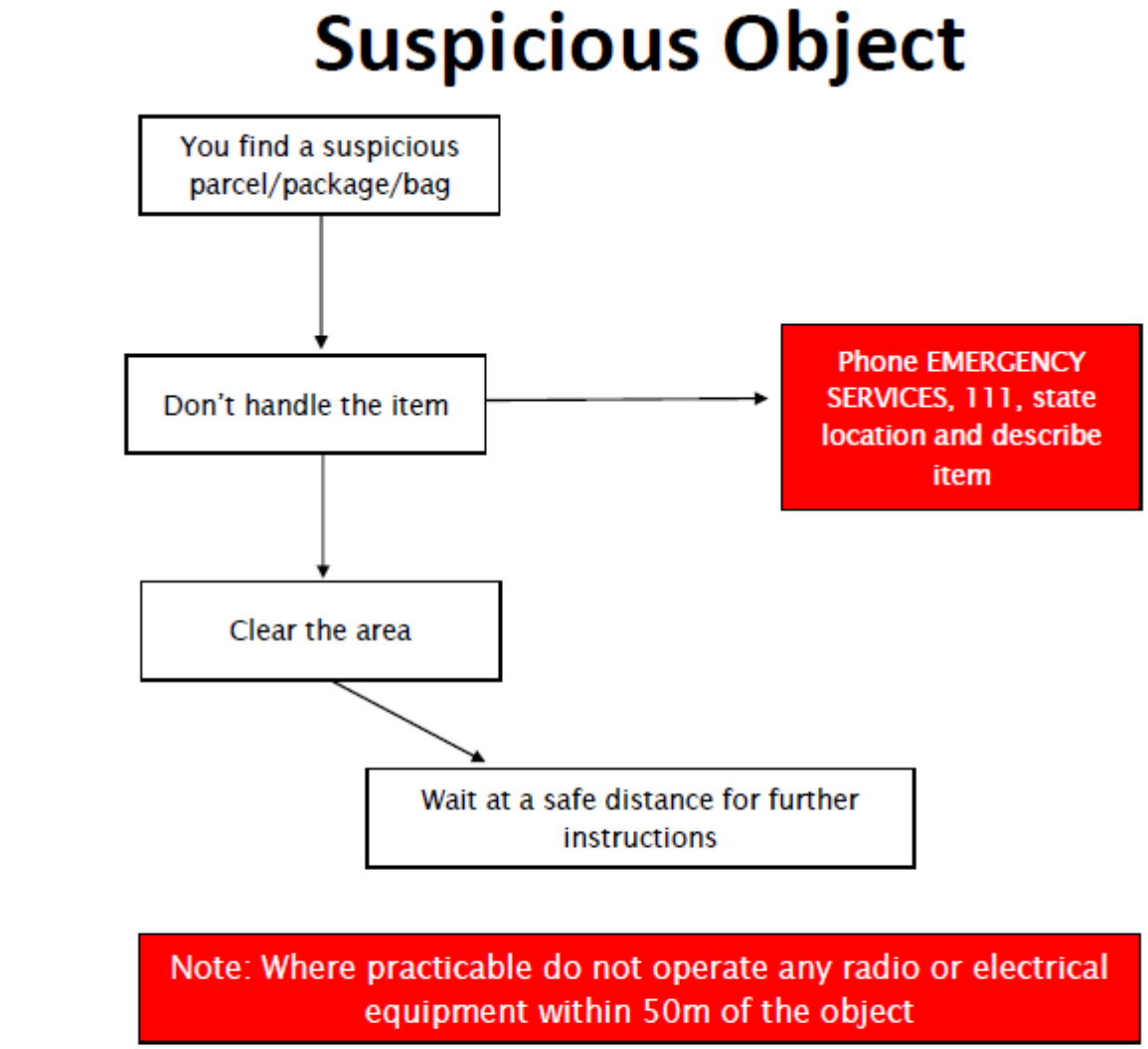
- Aircraft accident or incident at NZMA
- Aircraft landed at NZMA due to a PIC emergency (e.g. medical)
- Any incident that MAY attract media attention (Do not discuss occurrence with media)
- People hurt or property damaged. Contact police and when able NZCAA
- Consider covering the A/C registration marks
- *You are unsure of what action to take upon learning of an urgent situation*

→ **PHONE EMERGENCY SERVICES 111**

If another airborne aircraft witnesses accident or incident → **Make a PANPAN or MAYDAY**

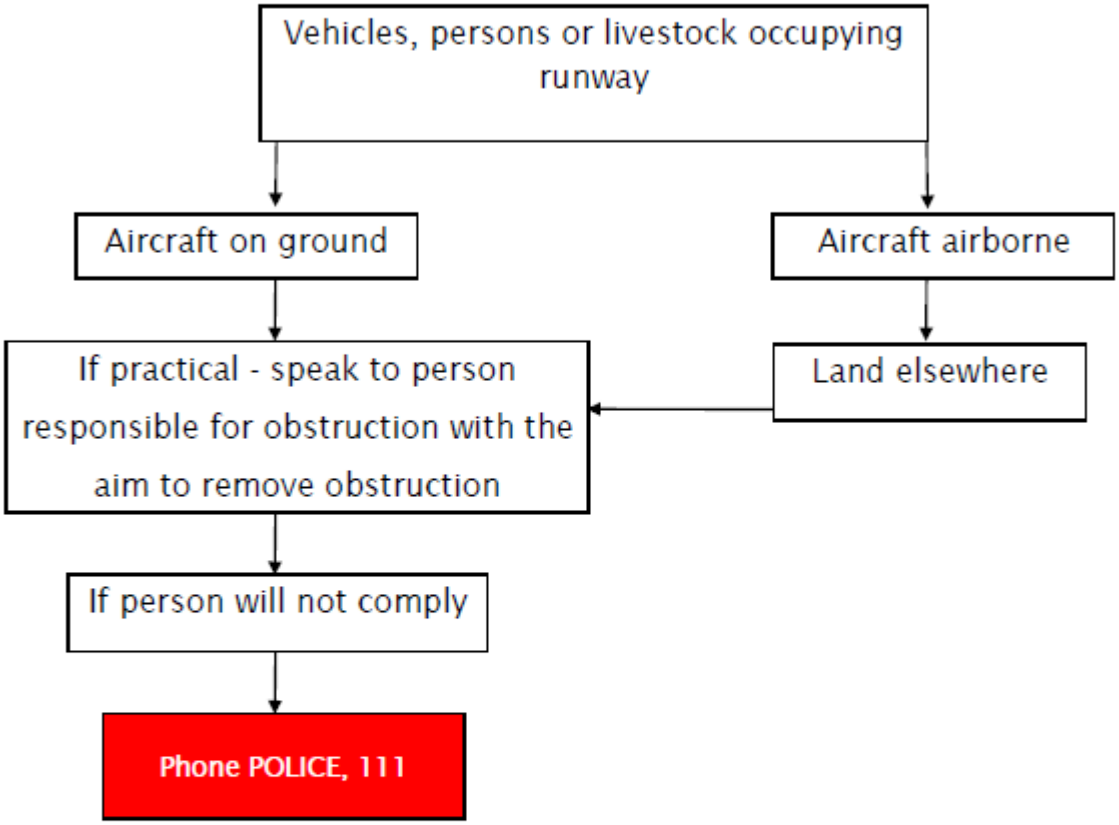
In the event of an accident or incident, aircraft are not to be moved until clearance has been received to do so following consultation with the CAA. The exception to this is to save lives or prevent further injuries.

Aircraft Accident/Incident


Suspicious Object
You find a suspicious parcel/package/bag
Don't handle the item
Phone EMERGENCY SERVICES, 111, state location and describe item
Clear the area
Wait at a safe distance for further instructions
Note: Where practicable do not operate any radio or electrical equipment within 50m of the object

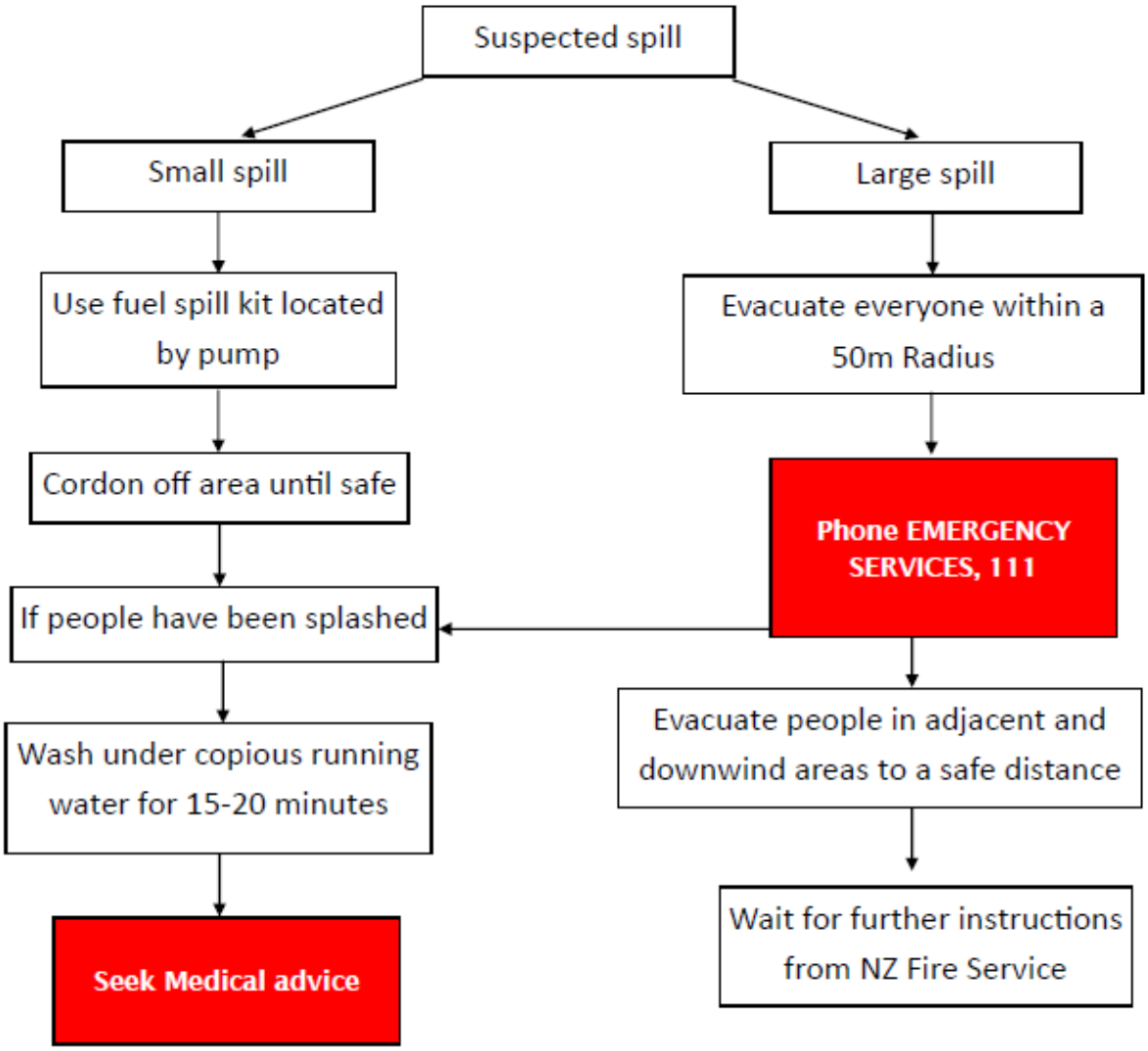
Suspicious Object

Runway Obstruction



Runway Obstruction

Hazardous Substance Spill



Hazardous Substance Spill

Threat to Personal Safety

What did this person want?

Was this person known to you?

Did they use a name?

Which direction did they come from?

Which direction did they go?

Were they alone?

Did they have a weapon? Please describe:

What was their mental state? (Calm, aggressive, confused)

Were they showing signs of being under the influence of drugs, alcohol solvents? Please describe:

Describe the intruders appearance: Height, Size, Clothing, Race, Gender, Age Group, Distinguishing marks (tattoos, glasses, scars etc), facial hair

If you observe a person behaving suspiciously

- Ensure your own and others safety
- Don't take risks and don't be a hero

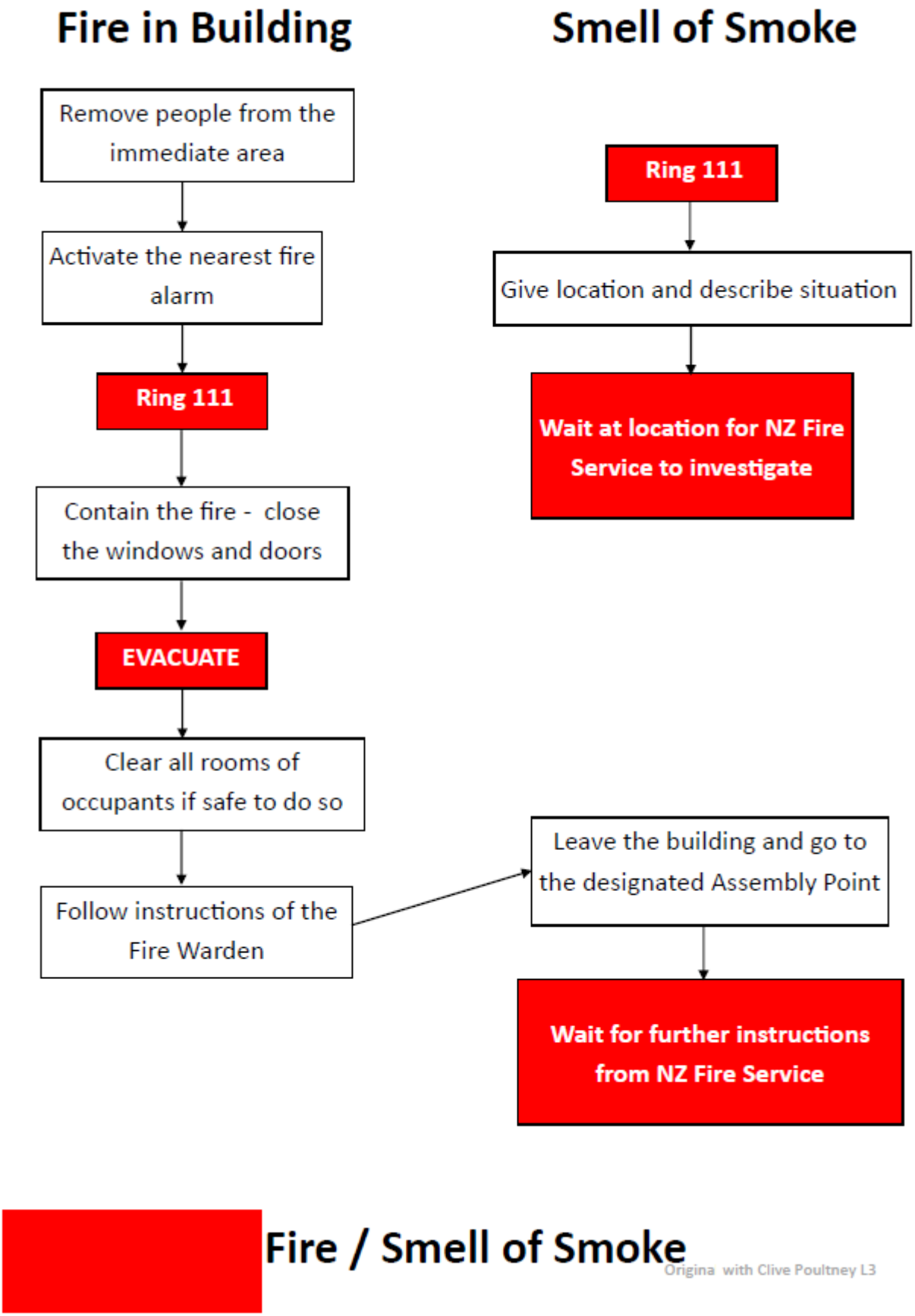
If a verbal or physical threat occurs

- Keep calm—don't panic
- Do as you are told
- Move carefully and explain your actions as you move
- Don't take risks and don't be a hero

Phone POLICE, 111—speak slowly and clearly, state location, describe event and wait for help to arrive

Document observations immediately (including the time the threat occurred and location where the threat occurred) and complete above checklist.

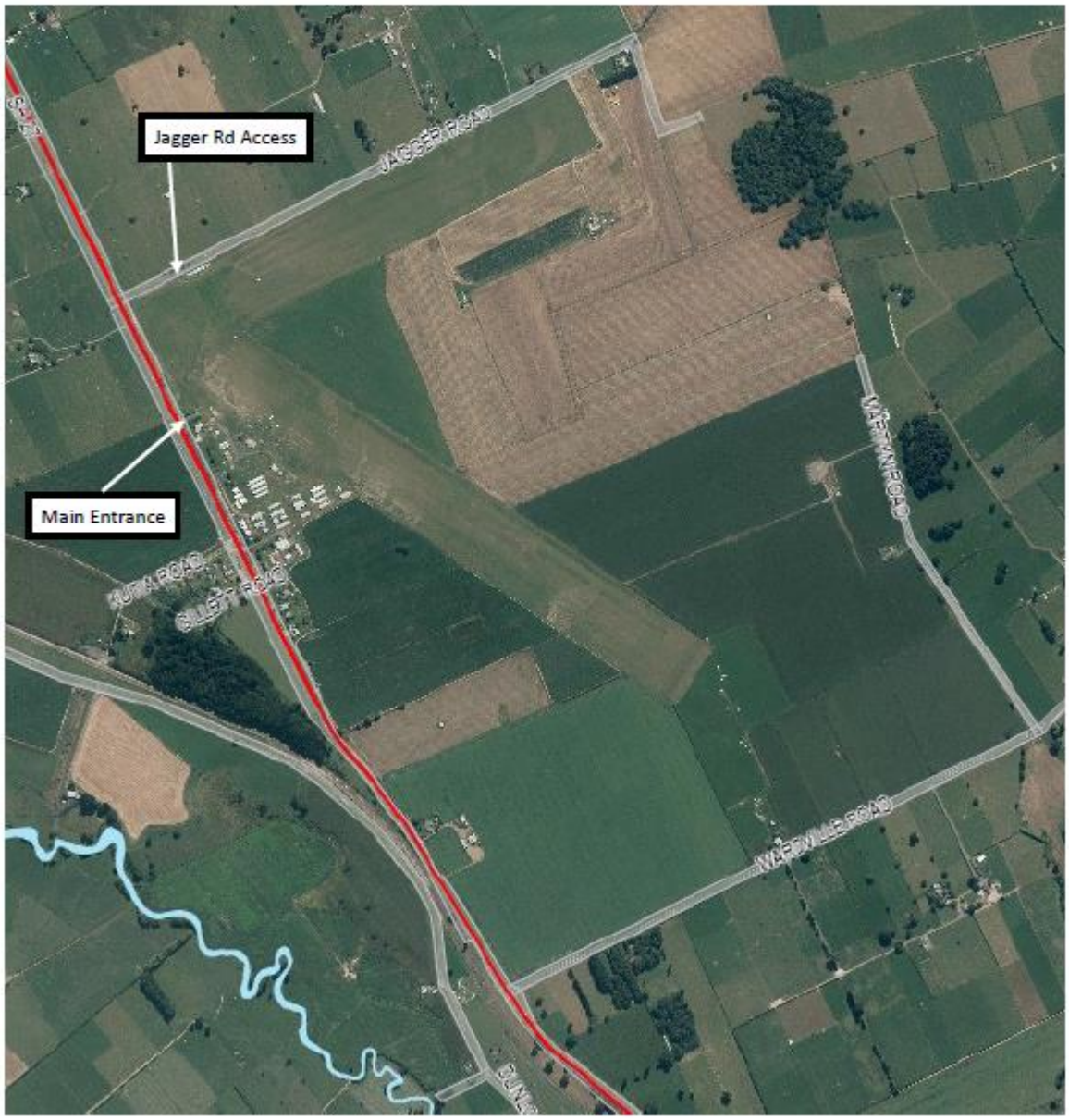
Threat to Personal Safety


Fire in Building
Remove people from the immediate area
Activate the nearest fire alarm
Ring 111
Contain the fire - close the windows and doors
EVACUATE
Clear all rooms of occupants if safe to do so
Follow instructions of the Fire Warden
Leave the building and go to the designated Assembly Point
Wait for further instructions from NZ Fire Service
Smell of Smoke
Ring 111
Give location and describe situation
Wait at location for NZ Fire Service to investigate
Fire / Smell of Smoke
Origina with Clive Poultney L3

Location Details and Map

Matamata Aerodrome, State Highway 27, Waharoa
(Between Jagger Road and Wardville Road on SH27).
Access points identified below for emergency services

GPS NZTM GD2000 co-ordinates are: 1841254.81; 5819757.94



Appendix 4

Matamata Aerodrome Safety Committee Representatives & Standing Agenda

User Group Representing	Committee Role
Matamata-Piako District Council	Chair (MPDC) and Council Representative
Matamata Aero Club and private operators	GA and Microlight Representative
Gliding Clubs	Gliding Representative
Model Aircraft Clubs	Model Aircraft Representative
New Zealand Aviation	Flight School Representative
Sky Diving Club	Sky Diving Representative
L3 Airline Academy	Academy Representative

Standing Agenda

Matamata Aerodrome Safety Committee Meeting

- Apologies
- Minutes from previous meeting
- Review of Hazard Register - Update if required
- Safety Occurrences for Discussion and any Subsequent Actions
- Any Other Business
- Next meeting date

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Memorandum of Understanding (Template) **Appendix 5**

The following is a copy of the text of the sample MOU. An editable version is available upon request from the Airport Operator.

NB: Replace all red text with relevant information as directed.

MEMORANDUM OF UNDERSTANDING

For [Type of Operations] eg: Skydive, Flight Training Operations

Between

[Operator Name]

And

Matamata Piako District Council

(The airport operator)

For operations at Matamata Aerodrome

Matamata Piako District Council administers Matamata Aerodrome and all users of the airport must abide by the 'Terms & Conditions' and procedures set by the airport operator.

[Operator Name] and Matamata Piako District Council (the parties) agree to conduct and allow, respectively, [Type of Operations] activities in the vicinity of the airport.

The parties shall work together and with other interested parties including, but not limited to: The Airport Safety Committee, CAA, and other airport operators and users to ensure the airport remains a safe and efficient location to carry out these operations.

In addition to industry reporting requirements, an incident occurring or safety concern involving the airport property or airspace shall be reported through the Airport Safety Committee.

In the event of a 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.

[Specifically, for non-Aviation Operations allowed from the Airport Property – Remove if not relevant]
Drone Flying can present a significant hazard to Aviation. Operation of Drones must be in accordance with the procedures prescribed by the Airport Operator and/or Safety Committee.

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

……. Date. ……./……./…….
[Authorised Person Name]
Matamata Piako District Council

……. Date. ……./……./…….

[Authorised Person Name]
[Operator Name]

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Appendix 6

Matamata Aerodrome Safety Committee
Charter

1. Purpose

The Matamata Aerodrome Safety Committee is committed to providing and maintaining a safe aerodrome environment; and to the pursuit of ongoing improvements to safety, and to encourage a culture of safe operations.

2. Background

Whilst Matamata-Piako District Council is the agency responsible for managing Matamata Aerodrome, the User Group members have elected the formation of a separate Safety Committee to specifically focus on safety matters. The Committee is comprised of representatives from each group using the aerodrome.

3. Matamata Aerodrome Safety Committee Composition

Chair of the Committee will typically be the Aerodrome Manager (MPDC) however an alternative chair may be nominated at any time. Committee members are representatives for the following aerodrome users:

GA/Microlight Representative

Gliding Representative

Model Aircraft Representative

Flight School Representative (NZMA Based Flight School)

Sky Diving Representative

L3 Airline Academy Representative

4. Membership Roles

All committee members are regarded as credible subject matter experts for their representative groups; however they will as required; seek additional advice from others in their field of specialisation. Members are expected to familiarise themselves with the Safety Management System and their roles, as defined within it.

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Appendix 7

Matamata Aerodrome Safety Policy Statement

This safety policy must be communicated, promoted and visibly endorsed throughout Matamata Aerodrome.

Matamata Aerodrome Safety Committee is committed to ensuring that aerodrome users recognise the value of a strong safety culture above all else – 'Safety First.'

Safety is the core objective. Recognition of safety encompasses a commitment to the health & well-being of aerodrome users, contractors and visitors whilst at the aerodrome.

By promoting and upholding a 'Just Culture', we aim to ensure that aerodrome users understand, embrace and maintain our safety management system.

Key safety objectives include;

1. Support the management of safety resulting in a positive and proactive organisational culture that fosters safe practices

2. Encourage open communication and safety reporting, whilst actively managing safety

3. Establish and maintain hazard identification and risk management processes; including a hazard reporting system, designed to eliminate or mitigate the safety risks resulting from hazards identified at the aerodrome

4. Promote a 'Just Culture', where no punitive action will be taken against any aerodrome user who discloses a safety concern through the hazard reporting system. Unless such disclosure indicates, beyond any reasonable doubt, gross negligence or wilful misconduct has taken place

5. Comply with and wherever possible, exceed, legislative and regulatory requirements/standards and industry best practice in the pursuit of safety

6. Communicate appropriate aviation safety information to aerodrome users

7. Monitor safety performance through frequent Safety Committee Meetings, whilst seeking to continually improve safety performance

Matamata Aerodrome Safety Policy
Issue 1 Rev 1
Date of issue: 11 April 2019